Subject Access Request form

Data Protection Act 1998

Requestor details

Name: ........................................................................................................

Address: ....................................................................................................

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Postcode: ...................................................................................................

Email address: ...........................................................................................

Telephone number: ....................................................................................

Details of information request

(please give full description of the information including dates where appropriate)

Payment

Please enclose your payment of £10

○ By cheque made payable to UNIKENT (please be aware that it may take 10 days for cheques to clear)

○ By cash (please enclose cash or come to the student reception in the Registry building)

Authorisation

Signed ........................................................................................................

Date ...........................................................................................................

Signed Guardian (if applicant under 18 years of age) ..............................

Date ...........................................................................................................

Please return this form to The Data Protection Officer, The Registry, University of Kent, Canterbury Kent, CT2 7NZ, or send a scanned copy to datapro@kent.ac.uk

For any queries please contact us at datapro@kent.ac.uk or on 01227 824050

Last updated 31 October 2012