



University of Brighton

Data Protection: Subject Access Request Form

Please complete this form if you want us to supply you with a copy of data which we hold about you and to which access is offered under the Data Protection Act 1998. You should send a cheque for £10 payable to the '**University of Brighton**' with the form and we will respond within 40 days of the date on which the latest of the following occurred:

- your cheque cleared
- we received this signed request
- we received any further information from you which we required to enable us to comply with your request

Please note that electronic submission of this form will **not** be accepted.

Full Name (please print):
Address (please print):
Date of birth:
Please describe as accurately as possible the information held which you are seeking :
Any other information which might assist us in meeting your request:
Date when you last made a similar request to us:
Signed:
Full Name:
Date:

The completed form should be returned to:

Legal Adviser, University of Brighton, Mithras House, Lewes Road, Brighton BN2 4AT (01273 642404 e-mail a.v.wilson@brighton.ac.uk)