# SUBJECT ACCESS REQUEST

## Submitting a Subject Access Request (SAR)

“Subject Access” is the right of an individual to access personal data relating to him or her, which are held by the College. Please complete and return this form to the Bursar of New College using the address information on page 3.

If you require information about examination results please contact the Examinations Office. Examination scripts are exempt from Subject Access rights.

Your request will be processed by a very limited number of staff within the Bursar’s Office, under the supervision of the College’s Data Protection Officer, who will be required to view all the data you request, including personnel, financial and occupational health records. By submitting a Subject Access Request you are accepting that the Bursar’s Office will need to request and view the data about you in order to assess what can be disclosed. Information on third parties, including staff, in some circumstances may be withheld. All data will be handled securely and in the strictest confidence.

The Bursar’s Office has a duty to establish the identity of the requester. The Bursar’s Office will advise you on what forms of identification are usually required. Requests from internal members of staff may not require this and you will be advised on making your request if this is the case.

The Bursar’s Office will then coordinate the gathering together of the appropriate information. The College will comply with SARs as quickly as possible but will ensure that a response is provided within 1 calendar month from receipt of identification unless there is good reason for delay. Data protection laws allow for an extension of up to 2 months for responding to very complex requests. If you are able to describe the data you seek clearly this is less likely. We may also refuse requests that are deemed manifestly unfounded or excessive, and reserve the right to charge a fee. In such cases the reason for refusal, delay, or any fees payable will be explained in writing.

If you are seeking data held by the University or JCR/MCR you need to contact them directly as they are a separate entity to the College and responsible for their own access requests.

|  |
| --- |
| **APPLICANT CONTACT DETAILS**  |
| First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Postal / email address \* | Click or tap here to enter text. |
| Phone Number \*\* | Click or tap here to enter text. |
| \*If you would like your information electronically please provide an email address. \*\*If you do not wish for us to contact you by phone please leave blank. |

|  |
| --- |
| **RELATIONSHIP WITH THE COLLEGE** |
| Please list the units within the College/University you have worked/studied. | Click or tap here to enter text. |
| Job / Course Title | Click or tap here to enter text. |
| Dates employed / studied (Start and end) | Click or tap here to enter text. |
| Staff / Student No. Oxford Username  | Click or tap here to enter text. |

|  |
| --- |
| **THE PERSONAL DATA YOU WOULD LIKE ACCESS TO** |
| Please specify which personal data you would like access to by identifying any specific or types of documents, and where you believe the personal data to be held (e.g. School, Bursary, Tuition Office, Personnel, etc.). Examples are ‘Staff HR file’, ‘Student file’, ‘Complaints file’ or ‘Counselling file’. |
| Click or tap here to enter text. |
| Is the personal data held by a person or unit in the College? If ‘yes’, please provide details? If you are seeking records you believe are held with a specific individual please provide their name and department. |
| Click or tap here to enter text. |
| Please specify the period covered by your request. |
| Click or tap here to enter text. |

|  |
| --- |
| **AUTHORISATION** |
| Signature | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Please provide evidence of your identity (e.g. a photocopy or scan of your driving licence or passport) and proof of address (e.g. a current utility bill or recent bank statement). Once received you will receive a formal acknowledgement of your request and a reference number. |

**PLEASE SEND COMPLETED FORMS TO:**

**The Bursar’S Office
New College
Oxford, OX1 3BN**

**bursars.office@new.ox.ac.uk**