

THE UNIVERSITY OF SHEFFIELD

Request Form for Access to Personal Data (Subject Access Request) STAFF

The Data Protection Act 1998 allows people to access their records. If you wish to see what information the University holds on you, please, complete this form and return it together with the fee of £10 to **Ms A Cutler, Department of Corporate Information and Computing Services, 285 Glossop Road, Sheffield S10 2HB.**

If the request can be met, the information will be returned to you within 40 days of the receipt of this form and the fee. You may be asked to provide further proof of identity.

Full Name (including maiden name if appropriate):

Date of Birth:

Payroll Number

Relationship to University (please tick):

Student

Member of Staff

Other (please state relationship)

Department:

Address:

Telephone (in case of query)

I would like to see what information the University holds about me in the following categories:
(please tick all that apply)

..... Personal details including name, address, date of birth etc.

..... Academic or employment references (received by the University)

..... Disciplinary records

..... Payroll Information

..... Pensions Information

..... Sickness Records

..... Other Info: Please Specify:

(Please note that requests for Counselling Service Records will be referred to the Service who will contact you in due course)

I enclose the fee of £10 (cheques payable to the University of Sheffield)

Signed.....

Date.....