

EST 1892

LSBU

Data Protection contact details	Email:	dpa@lsbu.ac.uk
	Website:	http://www.lsbu.ac.uk/footer/data-protection

Under data protection legislation, you have the right to:

- Confirmation of whether or not LSBU processes personal data about you, and information about:
 - purposes of the processing (what we do with your personal information);
 - categories of personal data being processed e.g. name, address, academic records etc;
 - who else receives your personal data from us e.g. prospective employers, tax office/HMRC etc;
 - retention period for the personal data (how long we keep your personal information for);
 - your data protection rights ([Individual rights | ICO](#));
 - your right to complain to the Information Commissioner's Office (ICO);
 - the source of personal data e.g. you, former education provider, employer etc;
 - whether we use automated decision-making, information about the logic involved, and the envisaged consequences for you.
- A copy of the personal data which we process about you.
- Request rectification if you think we hold incorrect information about you
- Request erasure if you do not want us to hold any information about you. However, this is subject to a number of exemptions.

LSBU has compiled this form to support you in making your request. Please complete all relevant sections, giving as much information as possible. We will use this information to help us identify the relevant personal data relating to your request.

We also need to verify your identity to make sure we only release your personal data to you, or someone who is authorised by you. If we cannot verify your identity, we will be unable to release the personal data to you.

1. Details about you (data subject)

Full name:		
Address:		
Previous address (if relevant):		
Telephone number:		
Email address:		
Reference number (e.g. staff/student number):	Staff number	
	Student number	

2. Your relationship with LSBU

Former, current or prospective student <i>(please complete section 4)</i>	
employee or former employee (or contractor) <i>(please complete section 5)</i>	
customer or other stakeholder <i>(please complete section 6)</i>	

I am: <i>(please tick)</i>	the data subject	
	acting on behalf of the data subject <i>(please complete section 3)</i>	

3. Please complete if you are acting on behalf of the data subject

Full name:	
Address:	
Telephone number:	
Relationship with the data subject: <i>(e.g. parent, carer, legal representative)</i>	

You must accompany this request with evidence of your authority to act on behalf of the data subject (*e.g. evidence of permission by the data subject; a letter granting lasting or enduring power of attorney or evidence of parental responsibility*).

Please confirm that you have attached evidence of your authority to act on behalf of the data subject: <i>(please tick)</i>	
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4. If you are a former, current or prospective student of LSBU:

School:	
Department:	
Course name:	
Course year(s):	
Course director:	

5. If you are or have been an employee/contractor of LSBU:

Position held:	
Department/School: <i>(where applicable)</i>	
Line manager/School dean: <i>(where applicable)</i>	
Time period you were employed/contracted:	

6. If you are or have been a contractor or other stakeholder of LSBU:

The nature of your interaction with LSBU:	
Time period of your interaction:	

7. Details relating to the personal data:

Please confirm the right you are exercising: <i>(please tick)</i>	Erasure	
	Rectification	
	Access	
	Other	
Please provide further details of your request		
The personal data requested covers the following dates		
From:		To:

I have attached evidence of my/the data subject's identity: <i>(please tick)</i> (e.g. copy of a passport/driving licence)	
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Dated:	
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*You can complete this form electronically and send it to dpa@lsbu.ac.uk, or manually and scan it to the same email address.