

SBSU Subject Access Request Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed and responded to within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g., bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Administration fee

There is no fee for Subject Access Requests. However, we may charge a reasonable fee if a request is excessive, repetitive, or for additional copies of previously provided data.

If a fee applies, we will notify you in advance. The 30-day response period will pause until payment is received and will resume once paid.

Section 1: Data Subject

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title	Mr [] Mrs [] Ms [] Miss [] Other []
Surname/Last Name	
First Name(s)	
Date of Birth	
Address	

Post Code	
Email Address	
Day Time Telephone Number(s)	

Identification

I am enclosing the following copies as proof of identity:

Birth Certificate		Driving Licence		Passport		Official letter to my address	
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Personal Information

Please give further details of your request here, including:

- the dates your request covers
- if you only wish to know about the information held in specific records
- any other information that might help us with this request

Details

Employment Records

If you are now or have been employed by South Bank Students' Union and are seeking personal information in relation to your employment please provide details of your Department, Role, Line Manager and Dates of Employment.

Details

Section 2: Representation

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e., the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title	Mr [] Mrs [] Ms [] Miss [] Other []
Surname/Last Name	
First Name(s)	
Date of Birth	
Address	
Email Address	
Post Code	

Day Time Telephone Number(s)	
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Identification

I am enclosing the following copies as proof of identity:

Birth Certificate		Driving Licence		Passport		Official letter to my address	
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Relationship to the data subject

Please describe below your relationship to the data subject (e.g., parent, carer, legal representative):

Authorisation

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- ☐ Letter of authority
- ☐ Lasting or enduring power of attorney
- ☐ Evidence of parental responsibility
- ☐ Other _____

Section 3: Declarations

Data Subject Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that South Bank Students' Union is obliged to confirm proof of identity/authority, and it may be necessary to obtain further information to comply with this subject access request.

Name	
Signature	
Date	

OR (if applicable)

Authorised Declaration

I confirm that I am legally authorised to act on behalf of the data subject. I understand that SBSU is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.

Name	
Signature	
Date	

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Section 4: Actions

I wish to:

- ☐ Receive the information in electronic format
- ☐ Receive the information by post*
- ☐ Collect the information in person
- ☐ View a copy of the information only
- ☐ Go through the information with a member of staff

**Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information*

is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please complete this form electronically and email it, with scans of your proof of identity, to:
data-protection@lsbsu.org.

Alternatively, you can post your completed form and proof of identity to:

Data Protection Officer
South Bank Students' Union Ltd
103 Borough Road
London
SE1 0AA