# University of Brighton Students’ Union

# Subject Access Request Form

To Chief Executive,

**APPENDIX 2**

I, wish to have access to data which the University of Brighton Students’ Union has about me in the following categories:

(Please tick as appropriate)

* Personnel File / Application
* Advice Case Notes
* Membership Activity information (eg. Societies, Events Attendance, Course Representatives)
* Health and Safety Records
* Finance Accounts and Records
* Personal details held including name, address, date of birth etc
* Other information: please list below

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The speed of search would be assisted if you are willing to providing details of relevant date ranges or any specific incident/activity that your request is relating. This is not a requirement of your request.

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Full Name: ………………………………………………………………………………… Date: ………………………………

Signed: …………………………………………………………………………………

I have attached a copy of the following id to confirm my identity:

……………………………………………………………………………………………………………………………………………...…………

Please read the Union’s Data Protection Policy for the full information regarding Subject Access Requests.

Union Admin Section

Date Received: Received By:

Request Outcome: