



Data Protection Act 1998 Subject Access Request Form

1. Personal Details of Subject

Title	Forename(s)	Surname
Any previous name known to Carmel Ministries International (CMI)		
Date of birth	Current telephone number	
Current Address	Current email address	
Relationship to CMI	Start and end dates of employment/ volunteering /education at CMI	
Student/Staff ID number and Department		
Any other information that could help identify your personal data		

2. Alternative Contact Details (third parties only)

Only complete this section if you are **not** the data subject, e.g. you are requesting information relating to another person.

Title	Forename(s)	Surname
Address	Telephone number	
	Email address	
Relationship to data subject		



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3. Records Required

(PLEASE COMPLETE ALL SECTIONS)

A. Please tick the category into which your enquiry falls

Category	✓
Academic marks or course work details	
Disciplinary records	
Grievance records	
Other HR related documents	
Health and medical matters	
Political, religious or trade union information	
Personal details, e.g. name, address and date of birth	
Other (please specify or describe if possible)	

B. Please describe the information you seek in as much detail as possible. This will help us to identify the information you require. For example, 'Information relating to me contained in the Staff meeting of ...' or 'emails about me relating to x matter sent by A.N. Other between June and October 2015'.

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C. Sections / Departments to search

Please tick below which (if any) of the following sections/departments the documents you are seeking may be found or which you would like us to search.

Section / Department	Search (✓)
School /CBI	
Human Resources	
Academic Register	
Finance Office	
Communications and Marketing Services	
Chaplaincy	
Youth	
Church Register	
Estates Department	
Other (please specify if possible)	

4. Identity

If you are requesting personal data of which you are the subject you must supply:

- (a) a photocopy of proof of identity with this form, such as passport, driving licence or University ID card, and,
- (b) a cheque for £10 to cover the subject access administration fee.

If you are requesting personal data on behalf of a subject you must describe your relationship to the subject and supply:

- (a) written signed authority of the subject;
- (b) a photocopy of proof of the subject's identity with this form, such as passport or driving licence or University ID card; and,
- (c) a cheque for £10 to cover the subject access administration fee.

5. Declaration

I certify the information provided in this form is accurate to the best of my knowledge. I accept that CMI will take reasonable steps to establish identity prior to release of personal data.



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I request that CMI provide me with a copy of personal data relating to the subject named in Section 2 of this form.

I enclose the following:

- A cheque for £10 (subject access administration fee) made payable to The University of Bath;
- A photocopy of the data subject's proof of identity;
- Written and signed authority of the data subject (third parties only).

Signed	Please print name	Date