

uea(su) subject access request form

Name:

Telephone:

Contact Address:

E-mail:

How would you like to receive the information requested?

(Please tick one option)

By email

By post

View in Person (copies will be available to take away)

Please use this space to describe the data which you wish to see. We will be able to process your request more rapidly if you are able to include details such as dates, and the locations in which you believe the data are held.

Please complete the form and return it to: Data Compliance Officer, uea (su), Union House, University of East Anglia, Norwich, NR4 7TJ, together with:

- ❖ copies of two documents (such as a passport, birth certificate, driving licence or campus card) to enable us to verify your identity.

You should bear in mind that, in dealing with this request, the Information Policy & Compliance Manager will have access to the data you have described above

Office Use Only

ID:	
Reply:	
Visit:	

