

EMPLOYEE SUBJECT ACCESS REQUEST FORM

1. Your details

Full name:
Email address:
DOB:
Employee Number:

2. Is the Subject Access Request about:

☐ Yourself?

If you are the data subject, please supply evidence of your identity e.g. scan of your driving licence, passport, birth certificate.

☐ Someone else on your behalf?

If you are acting on behalf of someone else, please complete the Form of Authority (Appendix A) and supply evidence of the data subject's identity i.e. scan of their driving licence, passport, national identity card. Note that we must be able to compare signatures between the Form of Authority and the identification document and may carry out additional checks to ascertain the legitimacy of the request.

3. What personal data are you requesting?

For information about what personal data the University processes about you, for what purposes and under which lawful basis, please read our [Employee Privacy Notice](#).

Depending on your personal circumstances, the University may process and store a significant amount of personal data relating to you as a data subject. In order to deal with your query efficiently and to provide this information to you in an easily accessible format, please use Section 1 to request specific documentation or Section 2 if you are unsure of what it is you are requesting or would like a copy of everything. Please send your request to information.governance@canterbury.ac.uk

Once we have received your request, we will acknowledge receipt. We have one calendar month to comply with your request. If we deem your request to be complex, we will write to you within one calendar month to explain why we have deemed it complex and to let you know by how long we are extending our response time (maximum being an additional two calendar months).

SECTION 1 – Specific documentation request

Please clarify below what it is that you request from us. Please note that your request is for a copy of your personal data NOT for a copy of the documentation where your personal data appears.

Format of documentation	Description of documentation	Sender – Recipients (like emails between 'A' and 'B')	Date range	Other relevant information	Ref No [for Information Governance team]
<i>i.e Email</i>	<i>Emails about requesting support from HR</i>	Rosie.Smith@canterbury.ac.uk and myself	February 2023 to March 2023		
<i>i.e Notes</i>	<i>All notes regarding my meeting with my manager and HR</i>	Rosie Smith and myself	February 2023 to March 2023	The meeting was held on February 15 th , 2023	

SECTION 2 – Request for everything or unsure of what to request

In order to help you clarify your request, we have broken down the information we hold about you into 2 sections.

1. **Communications:** It covers all emails and MS Team messages where your personal data appears. We will request IT to search across all University departments and faculties. If possible, please provide us with details in the Communications section of what it is that you require.
2. **Administrative employee record:** This record will have your personal data linked to Job Application, Training, Occupational Health, Grievances, Disciplinarys, Finance, Health & Safety, Security, IT, Marketing and Sports Centre.

Communications (Emails and MS team)					
Format	Description	Sender – Recipients (like emails between 'A' and 'B')	Date range	Other relevant information	Ref No [for Information Governance team]
<i>i.e Email</i>	<i>Emails about requesting support from my manager</i>	Rosie.Smith@canterbury.ac.uk and myself	February 2023 to March 2023		

Administrative Employee Record					
Department holding your personal data	The data they hold (purpose) if applicable:	PLEASE TICK if you would like a copy of your personal data	Date range	Other relevant information	Ref No [for Information Governance team]
HR	- Job Application	<input type="checkbox"/>			
	- Interview Documents	<input type="checkbox"/>			
	- Performance Reviews	<input type="checkbox"/>			
	- Occupational Health	<input type="checkbox"/>			
	- Grievances & Disciplinarys	<input type="checkbox"/>			
	- DBS checks	<input type="checkbox"/>			
	- Training records	<input type="checkbox"/>			
	- Apprenticeship records	<input type="checkbox"/>			
Finance	- Administration of payments due and received by you/to you	<input type="checkbox"/>			

Health & Safety	- Record of accidents, incidents and near misses reporting and investigations	<input type="checkbox"/>			
Security	- Record of security incident reporting and investigations	<input type="checkbox"/>			
Estates & Facilities	- Managing your car parking permit	<input type="checkbox"/>			
IT	- Management of provision of IT services to you	<input type="checkbox"/>			
Sport & Active Health	- Managing access and membership to sporting facilities	<input type="checkbox"/>			

Library and Learning Resources	- Library access (print and digital)	<input type="checkbox"/>			
	- Library fees management	<input type="checkbox"/>			
	- Books, ebooks and publications purchase request	<input type="checkbox"/>			

Form of Authority

Third-Party Subject Access Request



Name:

Employee number (if known):

Address:

I, [enter authorizer's name], hereby authorize [enter requestor's name] to make a Subject Access Request on my behalf for the following personal data:

1. [please enter specifics and/or delete as appropriate]
2. [please enter specifics and/or delete as appropriate]
3. [please enter specifics and/or delete as appropriate]
4. [please enter specifics and/or delete as appropriate]

I understand that by providing such consent, Canterbury Christ Church University may provide a copy of my personal information to the above-named requestor and I confirm that I agree for a copy to be provided to them.

I understand that I have only provided consent for the release of a copy of my personal data as requested above.

I have enclosed a copy of my passport/driving licence/national ID card [amend as appropriate] to confirm my identity.

Signed:

Date:

Please note:

- We only accept form signed with a handwritten signature or a manual e-signature.
- Please include a copy of your identification document with your signature visible.
- Return the completed form to information.governance@canterbury.ac.uk