



## **EDINBURGH NAPIER UNIVERSITY**

### **DATA PROTECTION LEGISLATION: DATA SUBJECT ACCESS REQUEST**

The information you supply on this form will be held by Edinburgh Napier University in accordance with current UK Data Protection legislation: the UK Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation: EU 2016-679 (“GDPR”) as amended by “EU Exit” Regulations 2019 and now known as the UK GDPR. The information will be entered into a filing system and will only be accessed by authorised persons of Edinburgh Napier University or its agents. The information will be retained by the University and will be used: (a) to process your Subject Access Request and (b) for statistical and audit purposes.

We ask you to complete this form to enable us to provide you with the relevant information that you seek. If there is specific information that you require, please provide us with the details to enable us to ensure that we locate and provide that information first and foremost. If you request a general and wide-ranging search which returns a substantial amount of information which is found to be excessive or manifestly unfounded the University may charge a fee or require additional time to process this (up to an additional 2 months).

Please note that the University does a combined search for information using electronic systems and asking colleagues. If you name individuals in your request, then we will ask them to search their records for your personal data. We do this because electronic searches provide limited results e.g. if we search for your initials, it is likely to return thousands or tens of thousands of irrelevant results, we can therefore only search for your full name to restrict the search results to relevant data. We recommend that, where possible, you provide the names or job titles of the individuals that you have dealt with.

Please help us to help you.

#### **Please read the following information to ensure you understand what information may not be provided:**

The University is a complex and partially devolved organisation and if you have been part of the University Community for a number of years you will have had interactions with many different colleagues and Service Areas / Schools, for all sorts of different reasons. Your name may be on class / module / programme / event / other lists, surveys, emails which you have been party to, finance for fees / payments, etc., as well as the University’s main databases for holding either staff or student records. We will do reasonable and proportionate searches for your information; therefore it is important that you tell us what you information want us to focus on providing.

Data which identifies other individuals (directly or indirectly), including conjoined personal data, will not be provided, in accordance with section 45 of the Data Protection Act 2018 as this is considered a necessary and proportionate measure to safeguard the rights and freedoms of others.

Data, the disclosure of which, may obstruct an official or legal inquiry, investigation or procedure will not be provided in accordance with section 45 of the Data Protection Act 2018.

Specific data, which is considered by the University to be exempt from disclosure under Schedule 2 Part 4 of the Data Protection Act 2018 will not be included e.g. s.19 Legal professional privilege, s.20 Self-incrimination, s.21 Corporate finances, s.22 Management forecasts, s. 23 Negotiations, s.24 Confidential references, s.25 Exam scripts and exam marks.

The University is not obliged to disclose manual / paper records / notes in relation to employment matters. The ICO guidance on this can be found here: [Are there any special cases? | ICO](#)  
“Public authorities are also not obliged to comply with requests for unstructured paper records if the personal data is about appointments, removals, pay, discipline, superannuation or other personnel matters in relation to service in:

- any office or employment under any public authority;

- any office or employment, or under any contract for services, in respect of which power to take action, or to determine or approve the action taken, in such matters is vested in:
  - an FOI public authority (as defined in FOIA or FOISA).”

**Please note:** For a document to be considered to contain personal data about you as the subject of the request the following apply:

- you must be the focus of the information;
- it must relate to you;
- it must be biographical about you in a significant sense; or
- the information must affect your privacy;

The mere mention therefore of your name in a document, is not enough to make the information in that document personal data about you. However, the University may extract / redact the information and provide it to you, along with relevant non-personal data for context, as / if appropriate.

PERSONAL DETAILS	
<b>Full name</b> (Block capitals)	
<b>Student / Staff number</b> (If applicable)	<b>Date of birth</b>
<b>Address</b> (current)	<b>Address</b> (last known by university)
DATA LOCATIONS	
<b>Main School / Service Area</b>	
<b>Name of contact/s</b>	
<b>Other School / Service Area which are pertinent to your request:</b>	
<b>School / Service Area/ Team</b>	
<b>Name of contact/s</b>	
<b>School / Service Area/ Team</b>	
<b>Name of contact/s</b>	
Please add more rows as necessary	

**PROGRAMMES (to be completed where applicable)**

**Please list all the programmes you have studied on including the years of study:**

**SPECIFIC DATA/RECORDS – HELPING US FIND THE INFORMATION YOU SEEK**

**Please specify below any specific records you are seeking:**

Please use the space below to provide further details that may help to locate the information pertinent to your request. If you are looking for information to answer a specific question or in relation to a specific matter, please tell us about it here. Please supply as much detail as possible such as:

- names of individuals who you believe may hold your personal data or data on the person you are acting on behalf of.
- any other details you think may be helpful.
- details of specific matters concerning you which are the focus of your request.

Please see the guidance at the beginning of this form for more information.

## FURTHER INFORMATION

Please provide any further information that will help the University to identify all your relevant personal data and where it is held:

**Students/Alumni:** You can access your Student Record using the link on the following webpage: <https://my.napier.ac.uk/your-studies/student-records-and-personal-information>. You can also access your Alumni account using the following URL: <https://alumni.napier.ac.uk/Login-Page>. You will have access to your University network account for up to a year after you leave the University (to be reviewed in 2025), therefore you may be able to log on and retrieve your information yourself.

**Staff:** You can access your personal data through HRConnect, if you are a current employee.

## DECLARATION

I certify that the information given on this form is true to the best of my knowledge and belief. I understand that:

- it is necessary for the University to confirm my identity and that I may be asked to provide more detailed information to assist in locating my data
- I may have access only to data relating to myself, not that of other individuals
- to ensure compliance with my request, all the departments/individuals I have indicated in the data locations will receive details of my request so that they may search for relevant documents
- I understand that I will not be provided with copies of correspondence which I have already received or sent

I have read the accompanying Guidance Notes and enclose proof of my identity with this request. \*

<b>Signed</b>	<i>[Please type your name here]</i>	<b>Date</b>	
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\*Please note the preparation of your data can only be undertaken after the required documentation and proof of identity have been received.

\*Privacy Notices are available at [staff.napier.ac.uk/dpstatements](http://staff.napier.ac.uk/dpstatements) or [napier.ac.uk/privacypolicy](http://napier.ac.uk/privacypolicy)

Please return your completed form to: [dataprotection@napier.ac.uk](mailto:dataprotection@napier.ac.uk)

With the following attached as a PDF or photo:

- Confirmation of your identity e.g. staff or student ID card, a utility bill, a driving licence or a passport.

<b>For office use only</b>	
Date form, fee (if required) & identity received	
1 month response date	

Governance and Compliance Services/revised January 2025