

Library and Knowledge Services

Request for Personal Data Form

Please complete this form if you would like us to supply you with a copy of the personal data that we hold about you. We can also accept verbal requests.

The Library and Knowledge Services (LKS) will respond to your request as soon as practicably possible. Under the General Data Protection Regulation (GDPR) we have 1 month to respond to your request.

There is no fee payable in providing this information to you unless the request is considered excessive. Any fee would be based on the administrative costs of complying with the request and you will be sent information on the amount of such a fee.

The information that you supply on this form will only be used for the purposes of identifying any personal data that we hold about you in order to respond to your request.

If the information you request reveals information about another person then we will have to seek their consent before we can release the information to you.

Your details:

Name:	
Address:	
Tel. no.	
email:	

To ensure that we are releasing information to the correct person we will need to see proof of your identity. Please supply us with a photocopy or scanned image (do not send the originals) of one of the following:

- **passport**
- **photo driving licence**
- **national identity card**
- **birth certificate**

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

What information do you require?

Please provide any relevant details that will assist us to find the information you require.

e.g. why we process your personal data, the source of your data, where your data is held

I confirm that I understand the terms of this personal data request form and declare that the information I have provided is true. I understand that it is necessary for LKS to confirm my identity and that it may be necessary to obtain more detailed information in order to find the correct personal data.

Signed: _____

Date _____