

Details of the Data Subject			
Name:			
Address:			
		Post code:	
Tel. No.:			
Email:			
The University will automatically search the following units for personal data:			Tick (✓)
Students:	Student Administration and the applicant's home School or Division		
Staff:	Human Resources and the applicant's home School or Division		
If you believe that there is information held in other units which you would like to be searched please give details here:			
If you are neither staff nor student please explain connection with the University and which list which units you would like to be searched:			
Details of the person making the application, if different from the Data Subject			
Name:			
Address:			
		Post code:	
Tel. No.:			
Email:			
Describe your relationship with the Data Subject			
If you are not the Data Subject you should enclose written authority permitting you to make this request			
I enclose the following :			Tick (✓)
A cheque/postal order for £10 made payable to "The University of Salford"			
Proof of identity (ID card, driving licence or passport etc. Photocopies are acceptable)			
Written authority permitting you to make this request (if you are not the Data Subject)			
Signature			Date
Please return this form to Head of Information Governance, Governance Services Unit, Crescent House, University of Salford, The Crescent, Salford M4 5WT.			