



PEMBROKE COLLEGE · CAMBRIDGE  
*Postcode CB2 1RF Telephone (01223) 338100*

### **Access to Personal Data Request Form**

If you wish to make a “data subject access request” pursuant to the Data Protection Act 1998, you should do the following:

1. First, fill in all the relevant sections on the attached form;
2. Then hand or send in this form to the College at Pembroke College, Trumpington Street, Cambridge CB2 1RF, marked for the attention of the College’s Data Protection Officer, Dr Mark Wormald, together with:
  - an administration fee of £10 (personal cheque, banker’s draft, building society cheque or postal order; please do not send cash through the post); and
  - a copy of proof of identification. Acceptable proofs of personal identification includes a copy of your driving licence; a copy of your birth certificate or a copy of your passport with the relevant pages showing your name, the passport number and photograph
- 3 The Data Protection Officer will issue a letter of acknowledgement on receiving your request and will begin to process the request as soon as adequate information has been provided by you in order to identify the personal data required, there is acceptable proof of your identification and the College has received the administration fee from cleared funds where appropriate.

The College requires proof of identification because it has a legal duty to ensure that personal data is only disclosed to those entitled to have access, usually only the data subjects themselves. Failure to provide adequate information to facilitate a data subject access request search and/or failure to provide acceptable proof of identification and/or failure to pay the application fee will result in a delay to the processing of your application.

The College reserves the right to refuse vexatious or repeated requests if done so within unreasonable periods of time. The College may be unable to provide information which contains data about or identifies third parties.

The Data Protection Act 1998 applies to personal data on automated equipment (such as computers) and, once the 1998 Act is fully in force, to certain paper records where specific information is readily accessible. Please refer to the College’s Data Protection policy or speak to the College’s Data Protection Officer for further information.

**Pembroke College**  
Access to Personal Data Request Form

I would like copies of personal data held about me, in so far as the information is governed by the Data Protection Act 1998, in the categories set out in this form:

Family Name:	First name(s):
Date of birth:	Student identification number (if applicable):
Term time or permanent address:	
Address during vacations (if applicable):	

Type/Source of record	Please tick as appropriate
Student admissions records from The Tutor	
Student tutorial records from The Tutor	
Student disciplinary records	
Student records held by academic staff (please specify staff members below)	
Computing records (please specify which data base below)	
Financial records (students) held by the Bursar	
Financial records (Fellows)	
Personnel records in respect of Fellows	
Personnel records in respect of employed staff of the College	
Tenancy records of College properties	
Suppliers of goods and services records	
Medical records	
CCTV – please give details of camera, date and times below	
Other – please specify	

Signed by data subject:..... Dated:.....

College use only:

Date form received:.....Adequate personal identification:.....

Administration fee:.....Adequate identification of data:.....

Signed:.....Dated:.....