



LMH

Lady Margaret Hall

Subject Access Request Form

PART A. Details of the person who is the subject of this request:

Title:	(for example, Mr, Mrs, Miss, Ms, Dr, Prof)
Surname:	
Forenames:	
Address:	
Contact telephone no.:	
Email address:	
Other name by which you have been known, if applicable:	
Relationship to the College:	Student / Former Student /Member of staff / Former Staff /Other (please specify)
Matriculation year or employment start date (if applicable)	
Please provide a description of the data that is the subject of this request, and any further information which will enable us to locate it.	

PART B. Details of the person making this request

TO BE COMPLETED **ONLY** IF THE PERSON MAKING THE REQUEST IS NOT THE DATA SUBJECT

Title:	(for example, Mr, Mrs, Miss, Ms, Dr, Prof)
Surname:	
Forenames:	
Address:	
Contact telephone no.:	
Email address:	
Relationship to the Data Subject (e.g. solicitor)	

PART C. Declaration

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that Lady Margaret Hall provide me with a copy of personal data held about me and described above. I enclose a fee of £10.

Signed _____ Date _____

Or

I am acting on behalf of the Data Subject named in Part A of this document and I enclose evidence of my authority to act on behalf of the Data Subject. I enclose a fee of £10.

Signed _____ Date _____

PART D. Proof of Identity

You must provide two of the following documents. Originals are required; photocopies are not acceptable.

Driving license

Passport

National identity card

Bank statement or utility bill showing your name and address

Notes

All requests must be accompanied by a fee of £10.

This form should be addressed to:

The Information Officer
Lady Margaret Hall
Oxford OX2 6QA

The College will respond to your request within 40 days.