

Peterhouse Subject Access Request Form

You can use this form to request access to the personal information held on you by Peterhouse. Under the General Data Protection Regulation (2018) you have a right to be told whether the College– or someone else on the College's behalf – is processing your personal data and, if so, to be given a description of:

- the personal data held;
- the purposes for which that personal data is being processed;
- those to whom that personal data is being or may be disclosed;
- how long your data is kept

You should describe the information you need as clearly as possible: it is not sufficient to ask for "everything about me". If your request is too broad or unclear, we may need to ask you to be more specific.

In addition, you must also enclose **proof of your identity** – such as a photocopy of a current passport, driving licence, or birth certificate.

The College will handle your request as quickly as possible and at the latest, **within one month** of receipt. If the request is complex or numerous, the College may need to extend the period of response. In that case, you will be notified of the reason for the delay within one month of receipt of your request.

The College does not charge a fee to provide a copy of your information. However, the College will charge a fee, based on the administrative cost of providing the information, when a request is manifestly unfounded or excessive, or for providing further copies of the same information.

Please return your completed Subject Access Request form and proof of identity to:

The College Data Protection Lead
Peterhouse
Trumpington Street
CAMBRIDGE
CB2 1RD

If you need any further advice, please email us at dpl@pet.cam.ac.uk

Section One – Your Details

Surname:	
First Name(s):	
Previous Surname: (if applicable)	
Address:	
Telephone:	
Email:	
CRSID Student/Staff Number: (if known)	
Years of association with Peterhouse:	

Please make sure to enclose proof of your identity – such as a photocopy of your passport, driving licence, or birth certificate.

Section Two – Declaration

I am the data subject named in Section One of this form and request that Peterhouse provide me with a copy of the personal data of which I am the subject. I enclose proof of my identity.

Signed : _____

Date : _____

Section Three – Your Request

Please provide a description of the data you are requesting in the box below. You may continue overleaf if needed. You should describe the information you need as clearly as possible: it is not sufficient to ask for "everything about me". If your request is too broad or unclear, we may need to ask you to be more specific.