



UNIVERSITY OF
GIBRALTAR

Data Subject Access Request Form

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

1. the purposes for which your personal data is processed
2. the categories of Personal Data being processed
3. recipients/categories of recipient of that data
4. retention periods of any data
5. your rights as a data subject
6. the relevant safeguards applied to your information where Personal Data is transferred outside the EEA
7. any third-party source of your Personal Data

You should describe the information you need as clearly as possible: while you are entitled to a copy of any information we hold, the University is entitled to receive more direction as to what information might be held and for what purpose, to enable it to direct its resources appropriately. 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 your passport, identity card, driving licence, or birth certificate.

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

Information Compliance Team – Data Protection
University of Gibraltar
Europa Point Campus
Europa Point
Gibraltar
GX11 1AA

Our aim is to respond to all requests within one month. If you need any further advice, please email us at: dpo@unigib.edu.gi

1 Your Details

Surname:	
First Name(s):	
Previous Surname: (if applicable)	
Address:	
Telephone:	
Email:	
Student/Staff Number: (if known)	

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

2 Declaration

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

Signed : _____

Date : _____

3 Your Request

Please provide a description of the data you are requesting 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.