

The Data Protection Officer,  
Students' Union,  
University of Warwick,  
Coventry,  
CV4 7AL

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**University No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Dear Sir/ Madam,

I am a full member of the Students' Union. I am writing to request all the information to which I am entitled to under section 7(1) of the Data Protection Act 1998.

I would be particularly interested in any discussion or opinions expressed within your organisation of my person, reputation, character, history or behaviour, actual or perceived, although this request should also cover all or any other readily accessible information you may have, as prescribed by the Act.

I would hope that you will comprehensively search all your records. However, to assist you with my request I would suggest that you first focus on the following aspects of my involvement with the Union:

As you may be aware, the definition of "*personal data*" under the new Act covers both facts and opinions about me as an individual, as well as information regarding the intentions of your organisation towards myself as an individual.

This request should therefore cover any internal/external memos, emails, faxes and any other correspondence or personal data as defined under the Act.

I enclose a photocopy of my University Card and proof of my address.

I am also enclosing a cheque for £5.00 payable to the *University of Warwick Students' Union*, which is the prescribed fee according to the Union Web site. If you do not normally handle these requests for your organisation, please pass this letter to your Data Protection Officer or another appropriate official.

I understand that under the Act I should be entitled to a response within a specified period of time and I look forward to hearing from you at your earliest convenience. Please acknowledge receipt.

Yours faithfully

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