

## Subject Access Request Form

Under [Article 15 GDPR](#) an individual may request access to their personal data that the University of Malta ('UM') holds about them on their files. This right of access is not absolute and may be subject to certain restrictions. In addition, the rights of other individuals cannot be affected by a data access request.

If you wish to make a Subject Access request ('SAR') please provide your personal details and data request specifics through the form below which is to be sent by email to [dpo@um.edu.mt](mailto:dpo@um.edu.mt) (please state **Subject Access Request** in the Subject Line) or by post to DPO Office, 63, Triq l-Esperanto, Msida, MSD 2011, Malta.

Include as much detail as you can about the personal data that you specifically wish to access. This will enable UM staff to correctly source and identify your personal data held on file at the university. Please include all relevant details that will help to locate your data - for example, your staff or student number, details of UM Faculties; Institutes; Schools; Centres; Junior College; Departments/Offices etc. that you were associated with as well as the dates of your association.

If you wish for a third party to submit a data access request on your behalf, such as a family member or solicitor) you must provide written authorisation to allow UM to disclose your personal data to that third party.

In order to protect the security of personal data, it is necessary for you to provide proof of identification. A recent form of identification (copy only, no originals) must accompany this request. Proof of identification sent with your access request form will be securely destroyed once your identity has been verified.

### Personal Details

Surname	
First name(s)	
Address	
Date of birth	DD/MM/YY
Phone number	

Email address	
Student number and dates of your education at UM (if applicable)	Student Number: Dates of education: YY to YY
Staff number and dates of your employment at UM (if applicable)	Staff number: Dates of employment: YY to YY
If neither a student nor a member of staff, please indicate your relationship with UM, including dates	

Personal Data Request

Under Article 15 GDPR I wish to access the following personal data that relates to me that is under the control of UM:	
------------------------------------------------------------------------------------------------------------------------	--



**L-Università  
ta' Malta**

Specific dates of my education/ employment/other engagement at UM that are relevant to my request	DD/MM/YY to DD/MM/YY
Relevant UM Courses attended:	Year 1: Year 2: Year 3: Year 4: Year 5: Other years:
Relevant places of employment at UM:	
I wish to receive the personal data via EMAIL/POST (state preference):	



L-Università  
ta' Malta

#### Additional Information

Please include any additional information that you believe will assist in fulfilling your request

[INSERT TEXT HERE]



L-Università  
ta' Malta

