

Students have a number of [rights](#) in relation to their personal data including the right to ask for their own data, known as a Subject Access Request. A request can be made orally or in writing and the University must respond within one month from the data of the request being made. Any student request for their own data should be referred to the [Data Protection Officer](#) without delay.

Some requests from students are dealt with by specific teams rather than the Data Protection Officer, namely requests for official letters, transcripts and replacement certificates:

- If a current student requests an official letter then you can refer them to their School Office. Former students should be directed to the Student Data & Records team via the following webpage:

offenders. So all such requests must be referred to the [Data Protection Officer](#). These requests may be made urgently by telephone, but they still need to be referred to the Data Protection Officer to decide whether personal data can be disclosed.

b) Local authorities

Where the reference relates to a student who is / was also a staff member, then any request about their staff role should be referred to Human Resources.

j) Other requests

Please refer any other requests for student personal data to the [Data Protection Officer](#).

This document was last reviewed on 07 November 2024.