

Subject Access Request Template for Students and Student Activists

Adapted from @zlarkham14 on Twitter to Trinity College Dublin. This is an example, to adapt to your institution. Each institution is different.

Dear Information Compliance Office (Information.Compliance@tcd.ie),

...I am writing to submit a subject access request as per Article 15 of GDPR... ATTACH ID!

I'd like to request all communications and emails held about me by the university from MONTH and YEAR until now, including all emails containing my name or any known nicknames or abbreviations or twitter account @XYZ.

I'd especially like any communications or information involving mention of my name, nickname or abbreviations, any misspellings thereof etc that have come from, or come into the emails of:

- Any member of the media relations team.
- Any member of the information governance office or anyone involved with handling FOIs.
- Provost
- Chief of Staff or Director of the Provost's Office
- Any other College Officer
- Members of the Provost's Office
- other College management
- Members of Executive Officers' Group (EOG)
- Members of the Security team.

Any documents, emails, notes, etc. that are about me or about the group I run ACTIVIST GROUP NAME, mentions of my activities and the campaigns that I run. Communication between College about these - internal, and to the government, Minister Harris if any.

Data from any system on-campus that tracks my location (my student id is STUDENT ID).

My personal file, if there is one.

I'd also like all email chains following and preceding these mentions of my name and aliases.

I'd hope to receive this within one month of receipt of this email,

I'd also note under the DPA 2018 it is an offence to make any amendment or deletion of data with the intention of preventing its disclosure.