

Personal Information Request Form – for Third Parties

The Robert Gordon University tries to ensure the best balance between providing appropriate information or evidence for investigating authorities or people, and protecting individuals about whom we hold information. We will assess whether our cooperation is necessary and proportionate before we agree or refuse to provide the information you request. It is mandatory for you to provide certain information before we will consider your request*, and sufficient information for us to identify an individual. In some circumstances there may be a charge for the information.

<i>The Student or Staff Member about whom you are requesting information</i>			
University ID (if known)		Date of Birth	
Surname		Forename(s)	
Programme of study (Student)			
Year(s) of study or work			
Other identifying information (e.g. Date of birth)			
Specific personal data required	<i>Please note that "all information about ... "or the file for .." is not acceptable</i>		
* What investigation are you undertaking? Please give reasons for requesting the data	<i>Please give as much detail as possible. A decision on whether to release data will be made taking into consideration your response.</i>		
* Does your organisation have powers of prosecution, or statutory powers or authority? If so please state which legislation applies	<i>Please note that this will not be the Data Protection Act 1998</i>		

*Your contact details	
Name	
Position / Dept.	
Organisation	
Address	
Telephone / Email	

Please sign below:

I certify that the data is required for the prevention or detection of crime, the apprehension or prosecution of offenders, or for investigative purposes, and that failure to disclose the data would be likely to prejudice these matters. When I receive this data, I confirm that it will be held in conformance with the principles of the **Data Protection Act 1998**, and that it will not be used in any way incompatible with the purpose for which it is being disclosed.

.....Date:.....

Send to: dp@rgu.ac.uk; we will respond to your request as quickly as possible.