

## Data Protection Act 1998: Request for Information

Name:	Telephone:		
Contact Address:	E-mail:		
	How would you like to receive the information requested? (Please tick one option)		
	<i>By Email</i>	<i>By Post</i>	<i>View in Person (copies will be available to take away)</i>
Postcode:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Please use this space to describe the data which you wish to see. The University will be able to process your request more rapidly if you are able to include details such as dates, and the locations in which you believe the data are held.</i></p>			
<i>Office Use Only</i>			
Fee:	ID:	Reply:	Visit:

Please complete the form and return it to: The Information Policy & Compliance Manager, The Library, University of East Anglia, Norwich, NR4 7TJ, together with:

- the fee of £10 in a cheque made payable to "University of East Anglia";
- copies of two documents (such as a passport, birth certificate, driving licence or campus card) to enable us to verify your identity.

You should bear in mind that, in dealing with this request, the Information Policy & Compliance Manager will have access to the data you have described above.