

Unipol Student Homes
Data Protection Act 1998
Request from for access to personal data

I,

(Insert full name and your connection to Unipol i.e. owner, tenant)

wish to have access to

1. Either, data that Unipol has about me in one or more of the following categories:

- (a) data relating to applications for employment, staff review or career progression
 - (b) employment or tenant – related references
 - (c) any other statement of opinion about my abilities or performance not included in
(a) or (b) above
 - (d) health and medical matters
 - (e) disciplinary matters
 - (f) data relating to a Code of Standard complaint
 - (g) other information (please specify below)
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2. Or data that Unipol currently has about me, either as part of an automated system or part of a relevant filing system

I understand that there is a fee of £10.00 payable to Unipol and this is enclosed, together with my Photo Driving license/passport/staff identity card/other (please specify) as proof of identity. Original documents are required.

Signed

Dated

Address for correspondence

Upon completion forward to:

Mr Ron Strong
Assistant Chief Executive (Development & IT)
Unipol Student Homes
155-157 Woodhouse Lane
Leeds
LS2 3ED
Telephone 0113 2430169