



## Personal Data Disclosure Request: Decision Form

- Data Protection Act 1998 (DPA)

To be completed by the University officer responsible for the decision to release or withhold the personal data requested

1. Attach a copy of the applicant's disclosure request form, confirming that the form has been fully completed with the following information

Name, rank/position, signature and contact details of applicant, date of request	
Confirmation of the identity of the applicant and his/her authority to make the request	
Name, rank/position, signature of supervisor authorising request, with date of authorisation	
Details of the individual/s (data subject/s) who is/are the subject of the personal data request	
Details of personal data requested	
DPA disclosure provisions cited by applicant	
Reason for request	

2. Decision:

Disclose	Withhold	Seek consent of data subject
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### 3. Details of Decision

Reason for decision	
Personal Data Disclosed if applicable	
Method of disclosure	

### 4. Officer responsible for authorising disclosure/refusal of request

Name:		Signature:	
Role		Date	