

**UNIVERSITY OF SOUTHERN MINDANAO**  
**University Data Protection Office**

**SUBJECT ACCESS REQUEST FORM**

Note to Requester:

If you are requesting ***your own*** personal data, please supply a photocopy of proof of identity, such as passport, driver's licence or University I.D card.

If you are requesting personal data of ***another person***, please indicate your relationship to the subject, supply (a) written signed authority of the subject, and (b) a photocopy of proof of the subject's identity with this form, such as valid school I.D card or any government-issued ID.

All personal data

**1. Personal Details of Subject**

<b>First Name</b>	<b>Middle Name</b>	<b>Surname</b>
<b>Sex</b>	<b>Date of Birth</b>	<b>Current telephone/mobile number:</b>
<b>Current address</b>		
<b>Student/Employee I.D.</b>	<b>College/Department</b>	
<b>Start and end dates of employment/education at USM</b>		
<b>Detailed description of personal data requested, number of copies (if requesting multiple copies), and file format (hard or soft copy):</b>		

## 2. Alternative Contact Details (third parties only)

If you are a third party requesting personal data on behalf of the subject, please supply your contact details and describe your relationship to the subject

<b>First Name</b>	<b>Middle Name</b>	<b>Surname</b>
<b>Address</b>		<b>Telephone number</b>
		<b>Email address</b>
<b>Relationship to data subject (if you are not the owner of data)</b>		

### Declaration

I certify that the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity prior to release of personal data.

I request that University of Southern Mindanao provide me with a copy of personal data relating to the data subject named in this form.

I enclose the following:

A photocopy of the data subject's proof of identity

Written and signed authority of the subject (third parties only)

<b>Signature</b>	<b>Please print name</b>	<b>Date Signed:</b>
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**Please send completed forms to:**

**Email:**

University Data Protection Office : [dpo@usm.edu.ph](mailto:dpo@usm.edu.ph)

**Mail:**

The Data Protection Officer  
Data Protection Office  
Administration Building, USM  
Kabacan, Cotabato