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## 7. Timeframe(s)

## 8. Declaration

I understand that my request may be refused if it is manifestly unfounded or excessive. I also declare that I have read and understood the Data Protection Act 1998 and the accompanying guidance notes.

I include with this request the following documentation:

A copy of my current passport or driving licence.

### Data Protection Legislation

I understand that my request may be refused if it is manifestly unfounded or excessive. I also declare that I have read and understood the Data Protection Act 1998 and the accompanying guidance notes.

and \_\_\_\_\_

The completed form should be returned by post or email to:

The Information Office c/o Legal Services  
Bournemouth University  
Studland House  
12 Christchurch Road  
Bournemouth  
Dorset  
BH1 3NA  
UK

Email [dpo@bournemouth.ac.uk](mailto:dpo@bournemouth.ac.uk)