



ANNEX “F”

DATA SUBJECT REQUEST FORM

This form should be completed if you are requesting access to your personal information held by Sorsogon State University (SorSU) under the Data Privacy Act of 2012. The information requested will enable us to confirm the identity of the person making the request and find any data held about you.

I. Contact Details [Requester]:

Name	
Address	
Telephone Number	
Email address	

Are you the Data Subject (i.e. the person whose Personal Data is being requested)?

Yes	SorSU is required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. To ensure we can confirm your identity please provide us with a copy of one (1) government-issued identification card (e.g. driver’s license, passport, PRC license, etc.)
No	Are you acting on behalf of the Data Subject with their express permission, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. Please also enclose proof of the Data Subject’s identity as described above. Please ensure you complete Part II of this form.

Is the Data Subject a current or former student/employee of SorSU? If yes, please provide details:

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II. Details of the Data Subject (if different to those provided in Part I above):

Name	
Address	
Telephone Number	
Email address	



Legal status in relation to the Data Subject (if you are not the Data Subject please briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the Data Subject where this is possible)

III. Help us find your information

If you only require CCTV images, please tick here:	
If you are requesting CCTV please include as much detail as possible as applicable:	

IV. Information to access:

The Data Privacy Act allows SorSU to request you to supply the information it reasonably requires to process your application. To help us with our search, please try to specify in the section below, the information you desire to access. If you wish to see only certain specific document(s), for example a particular report, a specific departmental file, etc., please describe these below: (Please continue on a separate sheet if necessary)

V. Declaration:

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for SorSU to confirm my identity (or that of the Data Subject) and/or locate relevant personal information.

Signature	
Print Name	
Date	

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VI. Submission of request:

Once complete, please file with the DPO three (3) printed copies of the signed form enclosed in a sealed and labeled envelope, or send in portable document format (PDF) to:

Data Protection Officer
Sorsogon State University
Magsaysay Street, Salog (Pob.), Sorsogon City, Sorsogon
dpo@sorsu.edu.ph

VII. Disclaimer:

Please note that under the Data Privacy Act of 2012, the SorSU reserves the right to withhold information that relates to, or identifies, other third parties. SorSU may also withhold information that is exempt from disclosure under the said Act.

In response to your request, SorSU may provide information to you. This will contain information that is personal to you. Upon receipt, it becomes your responsibility and SorSU takes no responsibility for any subsequent actions.

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