D: Refusal to provide contact information

[Name]
[Address]

[Date]

Dear *[Name]*

Thank you for your *[letter/email/fax]* of *[date]* requesting the contact information for *[insert name of subject]*.

I regret that I cannot tell you if *[insert name of subject]* is a student at the University or provide their contact details as doing so could breach the data protection principles under data protection law'.

I can pass on your contact details or forward a sealed envelope or email to the individual on a conditional basis, i.e., I will forward your details if the person is a student at the University. I regret that I cannot tell you if the message has been delivered as this could inadvertently reveal information about *[insert name of subject]*'s whereabouts. Again, this could breach the data protection principles.

Please let me know if you would like the University to attempt to forward a message.

Yours sincerely