



Data Subject Access Request Form

To the College Data Protection Lead,

I am writing to you to request the information to which I am entitled to under Article 15 of the General Data Protection Regulation.

Details of person requesting information:

Full Name:

Address:

Tel no.

Fax no.

Email address:

1. I am the data subject and my matriculation/employment start date is _____. I have supplied two of the following items as evidence of my identity:

a) Driving licence

b) Passport

c) National identity card

d) Recent letter or bill from a utility company (with my previous address*)

2. I am acting on behalf of the data subject and have written authority to do so.

Details of the data subject:

Full Name

Address:

Tel no.

Fax no.

Email address:



Please describe the information that you are requesting together preferably with dates. This will help to identify the information you require:

I understand that the College has a calendar month from receipt of my request to send me the information.

DECLARATION. To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I certify that the information given on this application form to Girton College is true. I understand that this is necessary for Girton College to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed _____

Dated _____

Please send this completed form to the College Data Protection Lead, Girton College, Huntingdon Road, Cambridge CB3 0JG or electronically to data.protection@girton.cam.ac.uk

Documents that must accompany this form are:

- **Two items as evidence of your identity**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**
- **The fee set out in the form**

*Please see guidance notes 'How to complete the Data Subject Access Form' for further information