



How to complete the Subject Access Request Form

1. Details of person requesting information

Please ensure that you enter your full name (with maiden name if applicable) this will help to identify your records more quickly.

The address provided must be your current address. If you have moved house within the last six months, please note your previous address on a separate sheet of paper. It is important to include a contact number or e-mail address so that we can contact you (if necessary) in relation to your request.

2. Proof of identity

Please ensure that you include two items of evidence of your identity as listed on the form. This is a mandatory requirement and without the correct number or types of evidence there will be a delay in processing your request.

N.B. Scanned documents and photocopies of the specified documents will be sufficient.

If you are acting on behalf of a data subject you must provide **written** authorisation from the data subject in order for the request to be processed. This is a mandatory requirement before any information is released to a third party. Without the necessary authorisation, the requested information will not be given.

3. Details of the personal information that is being requested

Please help us to identify the information that you require by providing as much detail as possible such the names of key personnel (e.g., your tutor or line manager) that you were in contact with during your time at the College.

You should note that if you have left the College, particular information may not be obtainable due to College's retention schedules, but we will contact you if you have specified information that cannot be produced.

4. Signature

The application form must be signed and dated. The application cannot be processed if the form is not signed and this will be sent back to you.