Right of Subject Access

GDPR provides that upon making a request in writing, an individual is entitled to:

- be told by the College whether we are processing their personal data;

- a copy of their personal data; and

- other supplementary information

You would need to provide the College with the following before the subject access request can be processed

1   Your request in writing.

2   The information you require, which has to be sufficient to enable the College to locate the data which are sought.

You should note that, by the terms of the regulations, the College has to consider its duty of confidentiality to any other individual involved. You are also required to provide proof of your identity sufficient to satisfy the College before it will release any data. You will receive a response to your request within 30 days of receipt of a completed subject access request form and proof of identification.

Subject Access Request Form

In order to submit a request, please provide the following information

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1   Details of the person requesting the information

Full name …………………………………………………………………….…..

Address ……………………………………………………………………………

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Telephone number ……………………………………………………….………..

Email …………………………………………………………………………….…...

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2   Evidence required

Please supply evidence of your identity e.g. Learner / Staff ID card, driving licence, birth certificate or photocopy and, if necessary, a stamped addressed envelope for returning the document.

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3   What data you would like access to, and where do you believe it to be held?

This has to be specific data; the phrase "everything about me" is insufficient; the data has to be described sufficiently clearly that, under the terms of the regulations, the Data Controller can "satisfy themself as to the identity of the person making the request and to locate the information which that person seeks". Please also include the date upon which you gave the data which you believe is held, if relevant.

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Office Use Only			
Date received	**Date sent to data source**	**Date returned**	**Date sent to data subject**
Date to be archived		**Date to be destroyed**	