

**SUBJECT ACCESS REQUEST FORM**

## Your Details

**Please provide your information in the space provided below.**

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title (please tick)** | **Mr** | **□** | **Mr** | | **□** | **Miss** | | **□** | | **Ms** | **□** | | **Other** | | **□** |
| Surname |  | | | | | | | | | | | | | | |
| First name(s) |  | | | | | | | | | | | | | | |
| Date of birth |  | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | |
| City / County |  | | | | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | | | | |
| Telephone (daytime) |  | | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | | |
| Relationship to Harlow College | Employee | | | **□** | Supplier | | **□** | | Student | | | **□** | | Other | **□** |

## Proof of Data Subject's Identity

|  |  |  |  |
| --- | --- | --- | --- |
| We require proof of your identity before we can respond to your request. In order to prove the applicant’s identity, we need to see copies of **two** pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.  **Please DO NOT send an original passport, driving licence or identity card** | | | |
| **List A (photocopy or scan of one from below)** | | **List B (photocopy or scan of one from below)** | |
| Identification that clearly shows your name and date of birth. | | Documentation that clearly shows your name and current address. | |
| Passport/Travel Document |  | A Council Tax bill |  | |
| Photo driving licence |  | Utility bill showing current home address |  | |
| Foreign National Identity Card |  | Bank Statement or Building Society Book |  | |

**We reserve the right to refuse to act on your request if we are unable to identify you.**

If you do not have any of these forms of identification available, please contact our Data Protection Officer for advice on other acceptable forms of identification:

[dpo@harlow-college.ac.uk](mailto:dpo@harlow-college.ac.uk)

## Personal Information

So that we can locate the data you require efficiently, please answer the following questions to the best of your knowledge. Please continue on a separate sheet if necessary.

The Information Commissioner has stated that as much information as possible should be provided to assist with tracing your information.

|  |
| --- |
| Please tell us as much as you can about the information you are requesting about yourself.  For example, if you are requesting access to your personal data which might be in an email or document, it helps in our search to know who might have written it, when and to whom the information might have been sent, and where it may be stored. |
|  |
|  |
| If relevant to your request, please provide the dates between which you are wanting information on you to be provided |
| start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| no specific date range: **□** |

|  |  |  |
| --- | --- | --- |
| Declaration This form must be signed by you (the data subject).  I request a copy of the relevant personal data that are held by Harlow College relating to information provided above. I confirm the information supplied is correct and I declare that I am the individual as indicated above. | | |
| Signed | Date | |
| Please complete and return this form, together with the required proof of identity:  Via email to: [dpo@harlow-college.ac.uk](mailto:dpo@harlow-college.ac.uk)  Or in hard copy addressed to: Data Protection Officer  Harlow College  Velizy Avenue  Harlow  Essex  CM20 3LH | | |
| For office use: | | |
| Data Access Request Number | |  |
| Date request received | |  |