

**SUBJECT ACCESS REQUEST FORM
Data Protection Act 1998**

Subject Access Request Form: Please use this form to request access to your personal data held on file and/or within Warwickshire College information systems. Section 7 of the Data Protection Act 1998 (Subject Access Request)

Your Rights: 'Subject Access Request'

Subject to certain exemptions, you have a right to be told whether Warwickshire College holds any information about you and a right to be provided with a copy of that personal information within a period of 40 calendar days.

If you would like to request access to your personal information please complete this form carefully. The Data Protection Act 1998 means that in certain circumstances Warwickshire College may decide not to provide you with some personal information. For example, this may be because the information you request identifies another individual. In these circumstances the College would need to obtain that persons consent before disclosure can be made.

Fee

Warwickshire College may make a charge to cover the costs involved in administering the information you have requested. This charge is £10.00 per request. Where the charge is applied, payment should be made by cheque and made payable to 'Warwickshire College'. Postal orders will not be accepted.

Proof of Identity

Section 1 asks you to give information about yourself which will help the College to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are who you say you are.

Section 2 asks you to provide evidence of your identity by producing documents with your application and provides for payment of the £10.00 fee.

When you have completed the form please enclose copies of your proof of identification and either take or post it to:

Mrs Lynda Cross
Legal Affairs Officer
Warwickshire College
Warwick New Road
Leamington Spa
Warwickshire
CV32 5JE

If you encounter any difficulties when completing this form, please contact the Legal Affairs Officer on 01926 884208 or by email on ldcross@warkscol.ac.uk



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Section 1. About Yourself (Please use block capitals and black ink)

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The information that you provide on this form will be used for the purpose of processing your information request and to ensure the accuracy of College systems. It will not be passed to any third party.

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc):

Surname/Family Name:

First Name(s):

Maiden/Former Name(s):

Gender (Male/Female):

Date of Birth:

Home Address (Please include your postcode):

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(This is the address to which all replies will be sent)

Daytime Telephone Number:

Evening Telephone Number:

Email Address

(These details will assist the College in processing your application in the event that we may need to contact you to discuss your application).

Previous Address (within the last two years):

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Declaration (to be completed by the applicant):

The information which I have supplied in this application is correct and I am the person to whom it relates.

Signature:

Date:

Section 2. Proof of Identity and Confirmation of Fee Paid

To help establish your identity your application must be accompanied by **copies** of at least two different official documents which between them will provide sufficient information to prove your **name, date of birth, current address and signature**. For example, a combination of your driving licence, birth/adoption certificate, passport, utility bill.

Fee Paid: Yes / No **Amount:** £ **Cheque / Cash (*Please delete)**

Signature of Applicant: Date:

Signature of Recipient: Date:

Section 3. Description of Information Requested

To assist the College in accurately identifying the information you require, please provide details of the information you are requesting including a description of the event that occurred (if on CCTV) or the type of documentation you are requesting.

CCTV FOOTAGE

- Date of Incident:
- Time of Incident:
- Place of Incident:
- College Centre:
- Details of Incident:
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-
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DOCUMENTATION

- Student Personal File – dates between:
- Staff Personnel File– dates between: