

Data Protection Act 1998
Subject Access Request Form

Please complete using BLOCK CAPITALS as appropriate

1. Details of the Data Subject (person to whom the information relates)

Full name

Address

.....

.....

Telephone number

Email

If the Data Subject is, or has been, employed by South East Derbyshire College,
please provide the following information:

Payroll number (if known)

Dates of the period of employment

Department or Administrative Section

Nature of employment (eg Academic Staff, Administrative Staff, Clerical Staff,
Manual Staff)

.....

If the Data Subject is, or has been, a student at the South East Derbyshire
College, please provide the following information:

Student enrolment number, if known

Dates of the period as a student at the College

Department

Course

If the Data Subject is neither a member of staff nor a student at the College, please indicate briefly below why the College may be holding personal data

.....
.....

2. Are you the Data Subject?

YES: if you are the Data Subject, please go to question 5.

NO: are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4)

3. Details of the person requesting the information (if different to 1.)

Full name

Address

.....

Telephone number

E-mail

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:

.....
.....
.....

5. If you wish to see only certain specific document(s), for example, a specific departmental file etc, please describe these below:

.....
.....
.....
.....

6. If you would like a more general search, please note that the College will normally automatically search the following sections for personal data:

- Department of Study
- Learning Resources
- Finance
- Student Support
- Careers Advisory Service
- Disciplinary records
- Human Resources

Please specify below any other sections/departments that you or the Data Subject have been in contact with which you would like to be searched for relevant data.

.....

.....

.....

.....

.....

7. Declaration

I, certify that the information given on this application form to South East Derbyshire College is true. I understand that it is necessary for the 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 data. I understand that the College is not obliged to provide me with any such data unless I provide sufficient information to enable the College to identify me/the Data Subject and locate any data which it might hold.

Signed Date

Please return the completed form to:

Carey Jones
Deputy Principal
South East Derbyshire College
Field Road
Ilkeston
DE7 5RS

Please note that the College reserves the right to obscure or suppress information that relates to third parties (under the terms of Section 7 of the Data Protection Act 1998).