

SUBJECT ACCESS REQUEST FORM

Please complete this form to request the personal information that London South East Colleges is processing about you or someone you represent in line with the General Data Protection Regulations (GDPR).

Part 1 - Details about the person who the information relates to.

Title:

First name:

Surname:

Former surname (if applicable):

Current address:

Former address (if different when last engaged with the college):

Email:

Contact number:

Date of birth: / /

Nature of relationship with London South East Colleges:

Please provide a copy of one of the following as proof of your identity (tick which one applies). Please note that copies of identification will be destroyed immediately once your identity has been confirmed.

Driving
license

Passport

Marriage
certificate

Birth
certificate

College
ID card

Other ID (please state):

Please provide a copy of one of the following as proof of your address (tick which one applies). Please note that copies of your address will be destroyed immediately once confirmed.

Driving
license

Utility
bill

Bank
statement

**Part 2 - Are you requesting information about you (i.e are you the data subject)?
Please tick which one applies.**

Yes, the information I'm requesting is about me - if so please go to part 4

No, the information I'm requesting is about someone else - if so
please go to part 3

**Part 3 - Only to be completed by persons acting on behalf of the data subject, who
is identified in part 1.**

Title:

First name:

Surname:

Address:

**Please provide a copy of one of the following as proof of your identity
(tick which one applies).**

Driving
license

Passport

Other ID (please state):

**As you need to have legal authority to request the data subject's information, please
provide a copy of ONE of the following:**

Letter of authority:

Lasting power of attorney:

Other ID (please state):

Please provide details of the information you require:

Part 4 - Declaration (please complete this section by hand)

I certify that the information provided on this form is true and correct (please tick):

Date: / /

Signature:

Part 5 - Submission of request

Information is generally provided free of charge. A reasonable fee may be charged if the request is deemed to be manifestly unfounded or excessive.

To submit your request, please print out this form and send it, along with copies of the documents that have been highlighted in this form, to:

Jennifer Pharo
Data Protection Controller
London South East Colleges - Orpington Campus
The Walnuts
Orpington
BR6 0TE

We will respond to your request no later than one month after the date it has been received. Please note that London South East Colleges reserves the right to obscure or suppress information that relates to other third parties.