

SUBJECT ACCESS REQUEST (RECORD)

Document Control

Reference: GDPR REC 4.2

Issue No: 1

Issue Date: 21st November
2017

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1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject:	We will need two copies of forms of identification, which can be: <ul style="list-style-type: none">• Passport• Driving licence• Birth certificate• Utility bill (from last 3 months)• Current vehicle registration document• Bank statement (from last 3 months)• Rent book (from last 3 months).				
Details of data requested:					

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1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their <i>[written]</i> or other legal authority?		Yes <input type="checkbox"/>			
		No <input type="checkbox"/>			
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					

2. DECLARATION

I, , the undersigned and the person identified in (1) above, hereby request that Leeds City College, Keighley College and Harrogate College provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (student / employee name):

I, , the undersigned and the person identified in (1.1) above, hereby request that Leeds City College, Keighley College and Harrogate College provide me with the data about the data subject identified in (1) above.

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Signature:

Date:

SAR form completed by (student /employee name):

This form must immediately be forwarded to Leeds City College's Data Protection Officer /
GDPR Owner.