

Queen Elizabeth Sixth Form College

Data or Information Access Request Form

The Data Protection Act provides you, the data subject, with a right to request a copy of the personal data the College holds about you. For information which is not about yourself, you can make a request under the Freedom of Information Act 2000 (Fol) for information held by the College.

Please confirm whether you are making a request under the Data Protection Act or the Freedom of Information Act:

Data Protection Act / Freedom of Information Act (please delete as appropriate)

Your details:

Title:

First name:

Surname:

Address:

Daytime contact telephone number:

Email address:

Relationship to the College:

Employee / Student / Other (please delete, as appropriate)

Information required

So that we can locate the data/information you require, the Information Commissioner has stated that you should provide as much information as possible to assist us. Please continue on a separate sheet if necessary.

Declaration: (for Data Protection Act requests only)

I request a copy of all the relevant personal data held by Queen Elizabeth Sixth Form College relating to the information provided. I confirm that the information supplied is correct and I declare that I am the individual named above. I confirm that I will provide evidence of my identity before the College releases personal information to me.

Signed:

Date: