



General Data Protection Regulations 2018 – Subject Access Request Form

The General Data Protection Regulations (GDPR) 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Administration fee:

Queen Elizabeth Sixth Form College’s policy is not to charge for Subject Access Requests.

Section 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – <input type="checkbox"/>		
Surname/ Family Name:		
First Name(s)/Forenames:		
Date of Birth:		
Address:		
Post Code:		
Previous Addresses:		
Post Code:		
Day Time Telephone Number (s)		



I am enclosing the following copies as proof of identity:

Birth certificate Driving Licence Passport An official letter to my address

If none of these are available please contact Queen Elizabeth Sixth Form College for advice on 01325 461 315

Personal Information

If you only want to know what information is held in specific records please indicate in the box below

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name of the Team just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:



Employment records

If you are now, or have been employed by Queen Elizabeth Sixth Form College and are seeking personal information in relation to your employment please provide details of your Staff number/Department/Position/Dates of employment.

Student records

If you are now, or have been enrolled at Queen Elizabeth Sixth Form College as a student and are seeking personal information in relation to your studies here, please provide details of your student reference number and dates of study and any other information that will help us identify .

Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr Mrs Ms Miss Other –

Surname/ Family Name:

First Name(s)/Forenames:

Date of Birth:



Address:

Post Code:

Day Time Telephone Number (s)

Please provide proof of identity as detailed on page 1.

I am enclosing the following copies as proof of identity:

Birth certificate Driving Licence Passport An official letter to my address

If none of these are available please contact Queen Elizabeth Sixth Form College for advice on 01325 461 315

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of authority Lasting or Enduring Power of Attorney

Evidence of parental responsibility Other (*give details*):

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Queen Elizabeth Sixth Form College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Queen Elizabeth Sixth Form College
Subject Access Request Form



Name:	
Signature:	Date:
OR	
Authorised person – Declaration (if applicable): I confirm that I am legally authorised to act on behalf of the data subject. I understand that Queen Elizabeth Sixth Form College is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.	
Name:	
Signature:	Date:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I wish to:

Receive the information in electronic format
(some files may be too large to transmit electronically and we may have to supply in CD format)

Receive the information by post* Collect the information in person

View a copy of the information only Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity to:

Data Protection Officer
Queen Elizabeth Sixth Form College
Vane Terrace
Darlington
DL3 7AU
ENQUIRY@QELIZ.AC.UK

Queen Elizabeth Sixth Form College

Subject Access Request Form



Queen Elizabeth Sixth Form College will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Queen Elizabeth Sixth Form College's retention policy, will be disposed of in a safe and secure manner.