



Subject Access Request Form

This form should be used when requesting information held by the College under the terms of either the Data Protection Act 1998. There is no obligation to use the form, but to process any request we will need the same information in a written format.

FULL NAME *	
ADDRESS *	
DAYTIME TEL NO	
E-MAIL ADDRESS *	

* Compulsory. Without this information we cannot process your request. Address can be postal or email.

Personal Information

Note; Personal Data will only be released to the subject of the data; on occasional circumstances we may release personal information to third parties with a signed letter of authentication. Therefore we will need identification before the request can be processed.

The College will routinely search the following departments for personal data;
STUDENTS: Academic registry and the applicants academic department STUDENT NUMBER STUDENT DEPARTMENT
STAFF: HR records and the Applicant's Department STAFF DEPARTMENT
If you believe that there is personal data held in other departments which you would like to be searched please give details here:
If you are neither staff nor student please explain your connection with the College and list which departments you would like to be searched:

1. The College can ask you to clarify your request where information cannot be located from the original request. The College Secretary's Office can advise and assist you in your request for information.
2. The College may refuse to answer your request for information, either wholly or in part. Refusals will be based on our application of the exemptions regarding access to information contained within the Data protection Act or Freedom of Information Act. Certain requests for information may be answered by providing redacted information. Redacted information is where specific content has been left out of a document because it contains exempt material under the terms of the Data Protection Act or the Freedom of Information Act. Where this happens (either a total refusal of a request, or a partial refusal with the supply of redacted information) you will be given a full explanation for the decision and actions we take. You will also be supplied with the details of the appeals procedures open to you.
3. Not all information can be supplied in the format requested.
4. Some information may be contained within paper or bound documents that cannot be photocopied, or it may take too much time and / or cost too much to provide copies. If this is the case you will be given the option to come and view the original material at the College.