



# Subject Access Request Form

## Request for information under the UK GDPR (UK General Data Protection Regulation).

This form should be completed only if you are requesting personal information relating to yourself or on behalf of a third party.

Please note that the request will be processed by the Information Compliance Team. The Information Compliance Team undertakes Subject Access Requests for City College Norwich (CCN), which includes: Paston College and Easton College.

### Please complete in block capitals

#### 1 Personal details of the Data Subject (who the data is about)

Student/Former Student  Current Member of Staff\*/Former Member of Staff   
 Other  \_\_\_\_\_  
 (Please indicate your relationship with the Institution)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Institution: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\* Existing staff are FT and PT staff who are currently employed by CCN, and those Temporary Solutions staff who are engaged in work for CCN at the time of submitting their request.

#### 2 Details of the person requesting the information (if different from the Data Subject)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### 3 Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>4 Institution that the information is requested from and the information requested</b>				
City College Norwich		Paston College		Easton College
I wish to have access to data that (confirm organisation above) holds about me in relation to the following: (please indicate the information you require being as specific as possible as this will help to respond to request in a timely and concise manner.)				

**Declaration**  
I certify that the information given in this application form is true. I understand that it will be necessary for the Information Compliance team on behalf of the organisation/data controller defined in section 4 to confirm my/the Data Subjects' identity and it may be necessary to supply more detailed information if required.

Signed - \_\_\_\_\_ Date \_\_\_\_\_  
(Data Subject)

Signed - \_\_\_\_\_ Date \_\_\_\_\_  
(Third Party requesting information – if sections 2 & 3 have been completed)

**I enclose the following documentation:**

<b>For Data Subjects</b>	Evidence of own identity*
<b>For those acting on behalf of Data Subject</b>	Evidence of the Data Subject's identity* Written authority from the Data Subject permitting you to act on their behalf

\* A copy of Photographic ID is preferred such as passport, driving licence or Student ID (**originals are not required, but can be copied if presented in person**). In limited cases a current utility bill or evidence of means-tested benefits may be accepted as proof of identity. Identity documents such as birth certificates, passports and driving licences will be returned by recorded delivery (**if originals are provided**); utility bills etc will be returned by first class post. If a name change has occurred so that the name on the record held by CCN is different from that in the submitted proof of identity, further evidence will be needed to support the link between the original name and the current name.

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

If you are submitting your request electronically, please submit your request to:  
Email: [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk)

If you wish to submit your request via post, please forward/return your completed form to:  
**Information Compliance**  
**Thetford Building**  
**City College Norwich, Ipswich Road**  
**Norwich**  
**NR2 2LJ**

Tel: 01603 773176

<b>For Office use only:</b>	
<b>Identity Document:</b>	<b>Date</b>
<b>Identity Document Rec'vd:</b>	

**Confidential upon completion**