

Data Subject Access Request Form

You can use this form to request access to your personal information as held by Nottingham College. Under the General Data Protection Regulation (GDPR) you have the right to be told whether Nottingham College or any of its processors is processing your personal data and, if so, to be given the following information:

1. the purposes for which your personal data is processed
2. the categories of personal data processed
3. the categories of recipient of that data
4. retention periods of any data
5. your rights as a data subject
6. the relevant safeguards applied to your information where personal data is transferred outside the EEA
7. any third-party source of your personal data

Please return your completed form and proof of identity (detailed overleaf) to the data protection officer at: dataprotectionofficer@nottinghamcollege.ac.uk.

You can also send your review request by post to:

Data Protection Officer
Nottingham College, Highfields Centre
The Science Park
Jesse Boot Avenue
Nottingham
NG7 2RU

The College endeavours to respond to all requests within one month from the date that the request is received.

If you need any further advice, please email the data protection officer at dataprotectionofficer@nottinghamcollege.ac.uk.

1. Data Subject Details:

Surname	
Forename(s)	
Current address	
Date of birth	
Tel No – Home	
Tel No – Mobile	
Email address	
Details of identification provided to confirm name of data subject:	<p>One form of identification is required from the following list. Further information may be required if there has been a change of name.</p> <ul style="list-style-type: none"> • Passport • National identity card • Driving licence • Birth certificate
<p>Details of data requested: You should describe the information you need as clearly as possible: while you are entitled to a copy of any information we hold, the College is entitled to receive direction as to what information might be held and for what purpose so we can fulfil your request as efficiently as possible. If your request is unclear, we may contact you and ask you to be more specific.</p> <p>More space is provided overleaf if required.</p>	

Details of data requested:
(if more space is required)

You should describe the information you need as clearly as possible: while you are entitled to a copy of any information we hold, the College is entitled to receive direction as to what information might be held and for what purpose so we can fulfil your request as efficiently as possible. If your request is unclear, we may contact you and ask you to be more specific.

2. Details of person and organisation requesting the information (if not the Data Subject):

Surname	
Forename(s)	
Organisation	
Current address	
Date of birth	
Tel No – Home	
Tel No – Mobile	
Email address	

Please enclose proof that you are legally authorised to obtain this information:

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please state your relationship with the data subject (e.g. solicitor, parent, legal guardian)	

3. Declaration(s)

I, _____, the undersigned, and the person identified in (1) above, hereby request that Nottingham College provide me with the data about me identified above.

Signature: _____ Date: _____

I, _____, the undersigned, and the person identified in (2) above, hereby request that Nottingham College provide me with the data about the data subject identified in (1) above.

Signature: _____ Date: _____