# **Subject Access Request Form**

The General Data Protection Regulation (GDPR) 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 access data held by us about you. 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 e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address.

**Section 1 - Data Subject**

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| **Personal Details** |
| **First Name** |   | **Last Name** |   |
| **DOB** |   | **Telephone** |   |
| **Address** |   |
| **Post Code** |   | **Contact Number** |   |
| I am enclosing the following **two items** as proof of identity (please tick as appropriate): |
| **Birth Certificate** |[ ]  **Driving Licence** |[ ]  **Passport** |[ ]  **Official Letter with Address** |[ ]

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| **Course Details -** please tell us any names or dates of the courses you attended. If you don’t know exact dates, please give us the year(s) you think may be relevant. |
| **Start Date** |   | **End Date** |   |
| **Course Title** |   | **Provider** |  |
| **Any other relevant information to help us identity the records:**  |

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| **Data Subject Declaration** |
| By ticking 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: | [ ] Tick to confirm |
| **Name** |   | **Date** |   |
| I am enclosing the following as proof of legal authorisation to act on behalf of the data subject:[ ]  |

**Section 2 - Authorised Person**

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 as well as proof of your right to act on their behalf.

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| **Personal Details** |
| **First Name** |   | **Last Name** |   |
| **DOB** |   | **Telephone** |   |
| **Address** |   |
| **Post Code** |   | **Contact Number** |   |
| I am enclosing the following as proof of identity (please tick as appropriate): |
| **Birth Certificate** |[ ]  **Driving Licence** |[ ]  **Passport** |[ ]  **Official Letter with Address** |[ ]

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| **Relationship Details** |
| **What is your relationship to the data subject?** (e.g. parent, carer, legal representative)  |
| I am enclosing the following 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:** |[ ]

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| **Authorised Person Declaration**  |
| I can confirm that I am legally authorised to act on behalf of the data subject. | [ ] Tick to confirm |
| **Name** |   | **Date** |   |
| Warning - a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.  |