**SUFFOLK NEW COLLEGE**

**SUBJECT ACCESS REQUEST FORM**

### To the Designated Data Controller:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to have access to either (delete as appropriate):

1. All the data which the College currently has about me, either as part of an automated system or part of a relevant filing system; or
2. Data which the College has about me in the following categories (please tick):

* As a student applicant, student or former student or someone making an enquiry about being a student
* As a job applicant, employee or former employee or someone making an enquiry about a post
* As someone who has made use of a College service or facility as a customer/client
* As someone who has visited the College and may have been recorded in photo or video or other method
* As someone contacted by or in communication with the College for a marketing purposes
* As a general member of the public

Please provide additional detail concerning the request:

I understand that the College may request additional information about the request before it can proceed. I understand that it may take the College up to 30 days to provide me with the data requested or a response as to why the request cannot be complied with either in full or in part.

Signed

Dated