**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 purpose
* As a general member of the public

Please provide additional detail concerning the request:

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. The response will be sent electronically unless requested otherwise.

**PRINT NAME:**

**SIGN:**

**DATE:**