You should complete this form if you would like to request details of any personal data we hold about you. You are currently entitled to receive this information under the Data Protection Act 2018 (DPA).

We will endeavour to respond promptly and in any event within one month of the latest of the following:

* Our receipt of your written request once suitable Identification has been provided; or
* Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

## SECTION 1: Details of the person requesting information

|  |  |
| --- | --- |
| **Surname / Family Name:**  |   |
| **First Name(s) / Forenames:**  |   |
| **Address:****Postcode:**  |   |
| **Previous Address:****Postcode:**  |   |
| **Contact Telephone Number(s):**  |    |
| **Relationship with Homefield College:** |  |

## SECTION 2: Are you the data subject?

|  |
| --- |
|[ ]  YES - I am the data subject. I enclose proof of my identity (see below and go to section 4)  |
|[ ]  NO - I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity (see below and go to section 3) \**\*There are only a few circumstances under which the College will consider a request for access to personal data on behalf of another individual* |

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one from both of the following categories:

* Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

* Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

I am enclosing the following copies as proof of identity

[ ]  Birth certificate

[ ]  Driving Licence

[ ]  Passport

[ ]  An official letter to my address

## SECTION 3: Details of the data subject (if different from section 1)

|  |  |
| --- | --- |
| **Surname / Family Name:**  |   |
| **First Name(s) / Forenames:**  |   |
| **Address:****Postcode:**  |   |
| **Previous Address:****Postcode:**  |   |
| **Contact Telephone Number(s):**  |    |

## SECTION 4: What information are you seeking?

Please describe the information you are seeking, providing any relevant details you think will help us to identify the information you require.

If you only want to know what information is held in specific records, please indicate in the Table below

|  |  |  |
| --- | --- | --- |
|  **Information needed** |  **From date** |  **To date** |
|  |  |  |
|  |  |  |

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with legislation, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. There are also some exemptions to disclosure as detailed in Schedules 2-4 of the Data Protection Act (DPA) 2018. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

## SECTION 5: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Homefield College is true. I understand that it is necessary for Homefield College to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:**  |   | **Date:** |  |

I wish to:

|  |
| --- |
|[ ]  Receive the information in electronic format  |
|[ ]  Receive the information by post\*  |

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

**Documents which must accompany this application:**

* Evidence of your identity (see section 2)
* Evidence of the data subject’s identity (if different from above)
* Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

**Data Protection Officer**

mis@homefieldcollege.ac.uk