



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

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	☐

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 identify the records:							

Data Subject Declaration

By signing below 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:

Name				Date			
Signature							
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.

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			

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:			

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