

Data Subject Access Request Form

To the College Data Protection Lead,

I am writing to you to request the information to which I am entitled to under Article 15 of the UK General Data Protection Regulation.

Details of person requesting information:

Full Name:

Address:

Contact telephone number:

Email address:

1. I am the data subject and my matriculation/employment start date is _____. I have supplied two of the following items as evidence of my identity:

a) Driving licence

b) Passport

c) National identity card

d) Recent letter or bill from a utility company (with my previous address*)

2. I am acting on behalf of the data subject and have written authority to do so*.

Details of the data subject:

Full Name

Address:

Contact telephone number:

Email address:

Please describe the information that you are requesting. This will help to identify the information you require:

I understand that the College has a calendar month from receipt of my request to send me the information.

DECLARATION. To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I certify that the information given on this application form to Girton College is true. I understand that this is necessary for Girton 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 _____

Dated _____

Please send this completed form to the College Data Protection Lead, Girton College, Huntingdon Road, Cambridge CB3 0JG or electronically to:
data.protection@girton.cam.ac.uk

Documents that must accompany this form are:

- Two items as evidence of your identity
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

***Please see 'Subject Access Request Guidance' for further information.**