

Application for access to your personal data held by the College

The information supplied by you in this application will be used to comply with your formal request for access to your personal data. Any proof of ID documents provided will be held for no longer than two years and only used to verify your identity. The information you provide as part of your request will not be shared with any other organisation unless required to by law.

Your subject access rights

Subject to certain exemptions, you have a right to be told if the College holds any information about you (your personal data), and a right to be provided with a copy of that personal data within **one calendar month** of your request. Please allow a further seven days for any material posted by us to reach you.

If you wish to exercise these rights, please complete this form carefully and follow the instructions regarding proof of identity and the ways to return the form to the College.

Under the Data Protection Act 2018, the College may, in certain circumstances, decide **not** to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.

Fee

In most cases subject access request will be free of charge. However, where a request is manifestly unfounded or excessive, a charge of a reasonable fee for the administrative costs of complying with the request may be made.

Proof of identity

We need to be satisfied that you are who you say you are. This allows us to protect your personal information and only disclose it to those who are entitled to it. Consequently, Section 2 of this document asks you to provide evidence of your identity and address by supplying copies of at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature – for example, a combination of driving licence, birth/adoption certificate, passport, utility bill and/or bank statement.

Photocopies are acceptable, but we reserve the right to request original documentation in some cases. All original documents will be returned by post.

Address details

You are asked to provide proof of your residential address (see section 2 of this form).

If you currently use a Post Office Box address as your main address for receipt of mail and so do not have proof of address as requested in section 2, please supply copies of the Post Office Box contract agreement or billing details to support your application.

If you wish to provide the required information in person, please call 01780 484300 to speak to the designated Data Protection Officer to arrange a convenient time and location to provide the necessary proof. You may, if you wish, post us legible copies of the required documentation.

Returning this form

You must return the completed form, with proof of identity, **by post or email** to:

Data Protection Officer
New College Stamford
Drift Road
Stamford
Lincolnshire
PE9 1XA

DPO@Stamford.ac.uk

If you require any advice or guidance to complete this application, please contact the Data Protection Officer:

- By post to the postal address above
- By email to the email address above
- By telephone on 01780 484300 (Monday to Friday, 9am to 5pm)

Form guidance

Please use **block capitals** throughout the form to help us process your request.

Section 1

Provide information to help us prove your identity. Please ensure that the information has been completed correctly. All correspondence will be sent to you in the same way that you made your request to us, unless you have advised us otherwise.

Section 2

You **must** supply two photocopies or scans of different documents as detailed on the form.

Section 3

Give us enough details to locate the information you have requested.

Section 4

Declaration and signature.

Section 1: About you

Surname/family name	
First name(s)	
Maiden/former names	
Title (Mr, Mrs, Dr, Rev., other)	
Date of birth (DDMMYYYY)	
Residential address	
Postcode (not PO Box address)	
Preferred telephone nos. *	
Preferred email address *	
* Completion of these fields is not mandatory but will assist us if we need to get back in touch with you to discuss your application.	

Section 2: Proof of identity/residence

<p>To help us establish your identity, your application must be accompanied by copies of two different official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.</p>	
<p>Proof of identity – any one from the following list:</p> <ul style="list-style-type: none"> • passport • driving licence • government-issued photo identification • National Insurance card • NHS card • identity card, e.g. union membership • tenancy agreement • credit or bank card • birth/adoption certificate 	<p>Proof of residence – any one from the following list:</p> <ul style="list-style-type: none"> • rent card/book • benefit book • council tax bill • utility bill from within the last three months • credit or bank card statement within the last three months • letter from a government department <p>If you currently use a Post Office Box address as your main address for receipt of mail and so do not have proof of address please supply a copy of the Post Office Box contract agreement or billing details.</p>

Section 3: Personal data sought

Give us enough details to locate the information you have requested and any relevant dates or time periods.

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Section 4: Declaration (to be signed by the applicant)

- I have read and understood the guidance notes.
- The information that I have supplied in this application is correct and I am the person to whom it relates.

Signature	
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Date	
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Warning: A person who impersonates another or attempts to impersonate another may be guilty of an offence.

Section 5: Applicant checklist

Before returning your form please check that you have:	Tick
<ul style="list-style-type: none">• enclosed two of the documents listed above, one of which is proof of identity and the other proof of residence	
<ul style="list-style-type: none">• signed and dated the form.	