

QUEEN ELIZABETH

Sixth Form College

Subject Access Request

In line with current data protection legislation an individual has the right to access and receive a copy of their own personal data processed by Queen Elizabeth Sixth Form College or to authorise someone to act on their behalf. This is known as a Subject Access Request (SAR).

In order to obtain access to personal data, a SAR can be submitted verbally or in writing to the Data Protection Officer (DPO).

Data Protection Officer
Queen Elizabeth Sixth Form College
Vane Terrace
Darlington
DL3 7AU

Proof of identity will be requested prior to personal data being disclosed and where a request has been made by a representative on behalf of the individual, proof of authority will be sought.

Upon receipt of a SAR, the DPO will provide the information requested within one month (30 days). If the request is particularly complex or numerous, the time period for providing the information may be extended by a further two months. Where this is the case they will be informed within one month of the receipt of the request and the college will explain why the extension is necessary.

Some information within requests may contain personal data related to other individuals (third parties). The request may therefore lead to a conflict of interest between the rights to this information and the third party's rights regarding their own personal information. In order to ensure that the data of third parties is not compromised, the college will redact or edit information so that third parties' data does not form part of the requested information.

Where a request is manifestly unfounded or excessive, the college holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the Information Commissioner's Office (ICO) and to a judicial remedy, within one month of the refusal.

In the event that a large quantity of information is being processed about an individual, the college will ask the individual to specify the information the request is in relation to.

When the college refuse a request, we will tell the individual why, and tell them they have the right to complain to the (ICO).

In accordance with current data protection legislation Queen Elizabeth Sixth Form College will fulfil all SAR's free of charge.

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Subject Access Request Form

Section 1 - Person that the information relates to (the data subject).	
Title:	Mr Mrs Miss Ms Other:
Surname:	Forename:
Former Name:	
DOB:	
Address:	
Contact Number:	
Email:	
I enclose a copy of one of the following as proof of identity of the data subject: Birth Certificate Driving Licence Passport Official letter to my address	
Is the requested information about you (are you the data subject)?	
Details of Information being requested:	

Section 2 – Legally authorised person details.

Title: Mr Mrs Miss Ms Other:

Surname:

Forename:

Former
Name:

DOB:

Address:

Contact
Number:

Email:

I enclose a copy of one of the following as proof of identity:

Birth Certificate
Driving Licence
Passport
Official letter to my address

What is your relationship to the subject?**Evidence**

Letter of Authority
Lasting Power of Attorney
Other (Please specify)

DECLARATION

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. I understand that Queen Elizabeth Sixth Form College is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information to comply with the Subject Access Request.

Name:**Signature:****Date:****OR****Authorised person declaration (if applicable):**

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Queen Elizabeth Sixth Form College is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information to comply with the Subject Access request.

Name:

Signature:

Date: