
SUBJECT ACCESS REQUEST (RECORD)

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Under Article 15 of the General Data Protection Regulation, you have a right to access personal information that South Essex College of Further and Higher Education holds about you. However, as a College with a number of different locations and teams, we could hold personal information in a number of different areas. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

Part 1 – About Yourself

SURNAME:

FIRST NAME(S):

**ALTERNATIVE
NAMES:**

CURRENT ADDRESS:
(including postcode)

If you have lived at this address for less than 1 year, please give your previous address:

PREVIOUS ADDRESS:
(if relevant)

PHONE NUMBER:

EMAIL ADDRESS:

DATE OF BIRTH:

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1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their <i>[written]</i> or other legal authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Address continued					
Home Telephone					
Work Telephone					
Mobile Telephone					
Email address					

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Part 2 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

SUBJECT DETAILS:

**NAME OF STAFF
MEMBER (S):**
(if known)

DATES OF CONTACT:
(approximately)

**ADDITIONAL
INFORMATION:**
(e.g. reference numbers,
staff number if previous
employee)

You may continue on plain sheets if necessary

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Part 3 – Confirming Your Identity

In line with Article 12(6) of the GDPR, we will require additional information to enable identification.

Please provide proof of postal address and identification. For identity purposes please send a copy of **one** of the following documents listed below. Hard copies of documents will be returned once the search is completed.

- Photocopy of passport
- Photocopy of Driver's License

Proof of postal address can include:

- Original of electricity bill
- Original of gas bill
- Original council tax bill
- Original of any other bill in your full name
- Bills should not be more than six months old

Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, certify that the information provided on this application is true. I understand that it is necessary for the College to confirm the data subject's identity and that it may be necessary for the College to request more details from me in order to be able to locate the correct information.

Signature: Date:

Please return the completed form to:

***The Data Protection Officer
South Essex College of Further and Higher Education
Luker Road
Southend-on-sea
Essex
SS1 1ND***

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Email: dpo@southessex.ac.uk