



Data Subject Access Request Form

Document Control Box	
Document title (include version number if amended within same year as approved)	Data Subject Access Request Form
Reference Number	010/21
Approval category (Please indicate)	
Governance/Governor	x
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	11/2/19
Supersedes (insert previous title and/or version date)	n/a
Date document last reviewed and/or updated	25/3/21
Date next due for review	Feb 24
Related statutes or regulations	
Related policies/procedures/guidance/forms	DSAR Procedure DSAR Case Log Template DSAR Data Disclosure Form
Staff member responsible for update	Head of Compliance

Amendment History

Version	Revision Summary	Date Approved	Author
Feb 21	Amended GDPR to UK GDPR		J Bradbury



Data Subject Access Request Form

Introduction

1. The UK General Data Protection Regulation (GDPR) 2020 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.
2. You also have the right to (in certain circumstances):
 - Update, amend or rectify the data we hold about you
 - Change your communication preferences at any time to restrict how we process your data, or opt out of some or all communication from us
 - Ask us to remove your data from our records
 - Withdraw consent, where it is used as a legal basis for processing
 - Object to or restrict the processing of your information for any of the purposes outlined above.
3. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive.
4. Please complete this form if you wish to see your data. You will also need to provide proof of identity. Your request will be processed within 30 calendar days upon receipt of a request **and satisfactory proof of identity**.
5. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Information containing personal data about other people (third parties)

6. Some information may contain personal data relating to third parties. The request may therefore lead to a conflict between the data subject's rights of access and the third party's rights over their own personal information. In responding to subject access requests the College will need to ensure that the rights of those third parties are not compromised

by releasing the information. As the obligation on the College is to provide information rather than documents, redaction or editing may be used so that the third party information does not form part of the requested information.

7. The College may also ask for consent from the third party. Where consent is not given, in line with the Information Commissioner's [Office 'Subject Access Code of Practice'](#)¹, the College will consider whether it is reasonable in all the circumstances to disclose the email without the third party's consent.

Accompanying Documents

8. Please provide copies of the following documents when submitting this form:
 - Evidence of your identity (the data subject)
 - Evidence of the identity of your authorised representative (if applicable)
9. Evidence of identity can be any Government issued document which contains photo identity and your signature e.g. Passport, driving licence. If you are unable to provide this then please contact us to discuss identification requirements.
10. Please send copies of documents and not originals.

Correcting Information

11. If, after you have received the information you have requested, you believe that:
 - the information is inaccurate or out of date;
 - we should no longer be holding that information;
 - we are using your information for a purpose of which you were unaware;
 - we may have passed inaccurate information about you to someone else;
 - you want to withdraw previously given consent to process your data or change your communication preferences;

then you should notify our Data Protection Officer at once.

Document retention

12. The College will retain personal information relating to DSAR for a period of 5 years following completion of the request.

¹<https://ico.org.uk/media/for-organisations/documents/2259722/subject-access-code-of-practice.pdf>
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Where to send the completed form

13. If you are sending the completed form by post, please use the following address:

Data Protection Officer
Spurgeon's College
South Norwood Hill
London
SE25 6DJ

14. If you are sending it by email, please use the following address:
dpo@spurgeons.ac.uk

1. Details of Data Subject

Surname:

Forenames:

Date of Birth:

Home Address:

Telephone number:

Email address:

2. Relationship of Data Subject to the College

* Please complete all appropriate sections

2(a) *Current Student

Course Title:

Student Number:

2(b) *Former Student

Academic session last enrolled:

Course Title:

Student Number (if applicable):

Name when enrolled at the College:

Last home address when registered at the College:

2(c) *Current Staff / Former Staff

Date of leaving (if applicable):

Job Title:

Name when employed by the College (if different from name given):

2(d) *Other (e.g. Applicant for employment, Student Applicant, Customer, Supplier, Landlord, Consultant, Referee etc).

Please give details:

3. If you are requesting information, is it going to be sent to the data subject or to his/her representative?

Data Subject Representative

If the data is to be sent to a representative, then please fill out section 4, 5 & 8 below. If not then please go to section 6

4. Details of the Representative (only complete this Section if you are **not** the Data Subject i.e. you are requesting information about/relating to another person)

Name:

Address:

Phone:

Email:

Relationship with the Data Subject:

*Please note that if you are acting on behalf of the Data Subject, the College requires **evidence of the Data Subject's identity and written authority and evidence of your identity.***

5. Authorisation to release data to a representative (only complete this section if you wish your information to be released to another person)

The data subject (whose data is being requested) must give written authorisation for the information to be released to their authorised representative.

I hereby give my authorisation for, _____
whose details are listed in section 4, to request access to and receive my personal data.

Signature of the data subject:

Print name:

6. Details of the information you are requesting access to or want rectified/deleted/restricted/made portable etc.

Please describe the information in as much detail as possible, together with any names or dates you have, and in what format the information may have been held in. For example, email, letter, staff review, interview notes etc.

Document(s) or information requested:	
Over what time period:	

7. Declaration of the DATA SUBJECT

- I confirm that I am the data subject
- I certify that the information given on this application form is true
- I understand that it is necessary for Spurgeon's College to confirm my identity and it may be necessary to obtain more details in order to locate the information being requested.

Signature:

Print name:

Date:

8. Declaration of the authorised representative of the data subject (if applicable)

- I confirm that I am the authorised representative of the data subject
- I certify that the information given on this application form is true
- I understand that it is necessary for Spurgeon's College to confirm my identity and it may be necessary to obtain more information in order to locate the information being requested.

Signature:

Print name:

Date:

Please send this completed form along with copies of the identification documents required to:

Data Protection Officer
Spurgeon's College
South Norwood Hill
London
SE25 6DJ

If you are sending it by email, please use the following address:
dpo@spurgeons.ac.uk