

Subject Access Request Form – Guidance

Please complete this form if you wish to make a request for either:
Your Personal data or Personal data on behalf of someone else.

You do not have to complete this form, but it will help us to deal with your request quickly and effectively as possible

How to submit form

Complete and return this form (and supporting documentation) using either option below:

<ul style="list-style-type: none">• Online via www.bedford.ac.uk/sar	<ul style="list-style-type: none">• in hard copy addressed to: The Data Protection Officer The Bedford College Group Tresham College (part of the Bedford College Group) Windmill Avenue Kettering NN15 6ER
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If you have any questions about this form or your request, please contact the College's Data Protection team via mydata@bedford.ac.uk

General Information

Proof of identity

We require proof of your identity before we can disclose personal data.

For example, please provide a copy of your College ID card, or your passport photo page.

If you are acting on behalf of someone else, please supply proof of your entitlement to act on their behalf (for example, a signed form of authority or power of attorney) together with their proof of ID.

How long will it take to get my data?

We will endeavour to respond within one month from receipt of your request and proof of identity. In some cases (where requests are complex or numerous) we may take up to a further two months; we will let you know where this may be the case.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker response.

Cost

In most cases we will not charge a fee to comply with a subject access request. However, where the request is manifestly unfounded or excessive we may charge a “reasonable fee” for the administrative costs of complying with the request.

How we use your information

The information supplied within this form, and the supplied proof of identification will only be used for identifying your personal data and in order for your request to be responded to. Further details on how we use your information can be found in our privacy policy at www.bedford.ac.uk/privacy-policy

Subject Access Request Form

Section 1: Details of person whose information is being requested

Title (please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
Surname					
First name(s)					
Address					
City / County					
Postcode					
Telephone (daytime)					
Email address					
Please indicate their relationship with The Bedford College Group	Current Student	<input type="checkbox"/>	Current Staff	<input type="checkbox"/>	
	Former Student	<input type="checkbox"/>	Former Staff	<input type="checkbox"/>	
	Other	<input type="checkbox"/>			
College ID / Staff number (if known)					

Section 2: Your details (if different from data subject)

Please ignore this section if you're making the request about your own information

Title (please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
Surname					
First name(s)					
Address					
City / County					
Postcode					
Telephone (daytime)					
Email address					
Relationship to person in Section 1					

Section 3: Details of the personal information being requested

Please use the space below to describe information or records you would like copies of.

Please provide as much detail as possible so that we can identify your records quickly and give you everything you need. If you leave this section blank, we'll provide you with the relevant information we've identified which relates to your request.

Helpful detail would be, for example;

- Timeframe the information relates to
- Names of the individuals considered to be handling your information
- Courses you have attended and dates
- Departments whom you believe may hold information about you.

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Section 4: Proof of Identity

We require proof of ID of the person whose details is being requested before we can respond to your request.

Please provide copies of at least **one** of the following:

Identification that clearly shows name and date of birth / provides photo ID of the person whose information is being sought	
Passport/Travel Document	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>
Birth Certificate or Certificate of Registry of birth or adoption	<input type="checkbox"/>
College / Staff ID badge	<input type="checkbox"/>

We reserve the right to refuse to act on your request if we are unable to identify you.

If you do not have any of these forms of identification available, please contact the Data Protection Office for advice on other acceptable forms of identification: mydata@bedford.ac.uk

Section 5: Authorisation (if requesting on behalf of someone)

Please ignore this section if you are making the request about your own information

If you are acting on behalf of someone else, we will need proof of your entitlement to act on their behalf (for example, a signed form of authority or power of attorney) together with their proof of ID.

Please complete **either** Part A, B or C below. (Please send copies, not original documents)

Part A							
The individual in Section 1 has given me permission to make this request on their behalf by signing and dating below:	<input type="checkbox"/>						
<table border="1"><tr><td>Signature:</td><td></td></tr><tr><td>Print Name:</td><td></td></tr><tr><td>Date</td><td></td></tr></table>	Signature:		Print Name:		Date		
Signature:							
Print Name:							
Date							
OR							
I already have written consent from the individual which I enclose (please tick)	<input type="checkbox"/>						
Part B							

I am the parent or legal guardian of the individual in section 1 and I enclosed a copy of a Birth Certificate or Certificate of Adoption which confirms this.	<input type="checkbox"/>
AND	
I enclose a copy of my passport or driving licence.	<input type="checkbox"/>
Part C	
I enclose a copy of Power of Attorney or a Court of Protection Order on behalf of the individual in Section 1	<input type="checkbox"/>

Section 6: Declaration

I declare that, to the best of my knowledge, the information I have provided is correct.

I am aware that impersonating another, or attempting to impersonate another is a criminal offence.

I am aware that the Bedford College Group will retain copies of my correspondence in this matter to comply with Data Protection Legislation

Print Name	
Signature	
Date	

Section 7: Submitting form and supporting documentation

Please submit form and supporting documentation via one of the following methods:

<ul style="list-style-type: none"> Online via www.bedford.ac.uk/sar 	<ul style="list-style-type: none"> in hard copy addressed to: The Data Protection Officer The Bedford College Group Tresham College (part of the Bedford College Group) Windmill Avenue Kettering NN15 6ER
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