

Data Subject Request Form (Including Subject Access Request)

You should complete this form if you wish to express one of your data subject rights as stated within General Data Protection Regulation (GDPR) 2018. We will endeavor to respond promptly and in any event within one month of the latest of the following:

• On receipt of your written request; or

• On receipt of any information requested to confirm your identity.

Also, in order to assist Macclesfield College to locate the relevant information in a timely and efficient manner, you should provide as much information as possible as to:

* the type of data in question,
* the period during which the data has been held,
* the persons or departments who are likely to be holding this data
* and the sites and/or specific locations where such persons or departments are based.

The information you supply in this form will only be used for the purposes of identifying the relevant personal data 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.

# Submitter Details

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Staff/Student Number:**  (or other Unique Identifier) |  |
| **Relevant Dates:**  (Study/Employment etc.) |  |
| **Relevant Departments:**  (Study/Employment etc.) |  |
| **2 Forms of ID Provided:**  To ensure we are communicating with the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following: If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request. | |
| 1) **Proof of Identity** *(passport, photo driving license, national identity card, birth certificate).*  2) **Proof of Address** *(utility bill, bank statement, credit card statement (no more than 3 months old); current driving license; current TV license; local authority tax bill, HMRC tax document* (no more than 1-year-old). |  |

**Type of Request**

Please select the type of request you are making:

(Select one only, if you wish to make multiple requests, please submit as a separate form, this will ensure appropriate processing of your request):

Please place an ‘X’ the appropriate box to indicate which of your data subject rights you wish to express:

[ ] Right of Access (Subject Access Request)

[ ] Right to Data Portability

[ ] Right to Object

[ ] Right to Restrict Processing

[ ] Right to Erasure

[ ] Right to Rectification

# Personal data involved:

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|  |

**Request details:** Provide as much description as possible (Course taken, staff/departments that may hold your personal data). Without further details provided, a reasonable search will be made based on the information provided.

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# Request reason/justification:

|  |  |
| --- | --- |
|  | |
| **Declaration**  I,…………………………………………………. certify that the information given on this application form to Macclesfield College is true. I understand that it is necessary for Macclesfield College to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information. | |
| **Signature:** |  |
| **Date:** |  |

Once completed, this form should be submitted via email to [dpo@macclesfield.ac.uk](mailto:dpo@macclesfield.ac.uk) or posted to Macclesfield College, Park Lane, Macclesfield, Cheshire, SK11 8LF

The data you provide in this form is collected so that you are able to exercise your lawful data subject rights under the GDPR. We will be required to share the data with the relevant departments/employees who may hold your personal data to enable us to respond to your request.