

## SUBJECT ACCESS REQUEST(RECORD)

### 1. DATA SUBJECT DETAILS:

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					
<b>Date of birth</b>					
<b>Details of identification provided to confirm name of data subject:</b>	<p>We will need two copies of forms of identification, which can be:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Driving licence</li> <li>• Birth certificate</li> <li>• Utility bill (from last 3 months)</li> <li>• Current vehicle registration document</li> <li>• Bank statement (from last 3 months)</li> <li>• Rent book (from last 3 months).</li> </ul>				
<b>Details of data requested:</b>					

**SUBJECT ACCESS REQUEST(RECORD)**

**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)					
<b>Please enclose proof that you are legally authorised to obtain this information.</b>					
<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					

**2. DECLARATION**

I, ..... , the undersigned and the person identified in (1) above, hereby request that Luminate Education Group provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (student / employee name):

I, ..... , the undersigned and the person identified in (1.1) above, hereby request that Luminate Education Group provide me with the data about the data subject identified in (1) above.

Signature:

Date:

SAR form completed by (student /employee name):

This form must immediately be forwarded to Luminate Education Group organisation Data Protection Officer /GDPR Owner. They are:

Graham Eland      [gdpr@leedscitycollege.ac.uk](mailto:gdpr@leedscitycollege.ac.uk) Leeds, Keighley and Harrogate College

Eleanor Moore      [dataprotection@lcm.ac.uk](mailto:dataprotection@lcm.ac.uk) Leeds Conservatoire

Lee Garner      [garner.l@whiteroseacademies.org](mailto:garner.l@whiteroseacademies.org) White Rose Academies Trust