

SUBJECT ACCESS REQUEST(RECORD)

1. DATA SUBJECT DETAILS:

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

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)					
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					
Telephone number:					
Home					
Work					
Mobile					
Email address					

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 Leeds, Keighley and Harrogate College

Eleanor Moore dataprotection@lcm.ac.uk Leeds Conservatoire

Lee Garner garner.l@whiteroseacademies.org White Rose Academies Trust