

## **Subject Access Request Form**

1: Please provide the following information to	o confirm your identity
Your full name	
Any previous surname by which you were or are known to the University and recorded in the University's records	
Your date of birth OR your staff / student / patient number	
Your current postal address	
Your current telephone and/or mobile number	
Your current e-mail address	
Your date of starting/leaving employment or attendance at the University College	
Any additional information that may help identify your relationship with the University College	
2: To help us locate the relevant personal info the information that you seek and/or (b) indiv period covered by your request:	ormation, please specify in the following box (a) iduals who may hold the information (c) the

O T 1				
3: To be completed by all applicants				
I certify that I am the data subject and the information				
knowledge and belief. I understand that it is nece	essary for the University to confirm my identity and it			
may be necessary to obtain more detailed inform	nation from me in order to locate the correct			
information. Under the terms of the General Data				
consent for the University College to search the				
relevant areas/staff, to inform me whether it holds any Personal Data as requested in section 2 above, and to supply me with a copy of those documents.				
above, and to supply the with a copy of those do	curients.			
Olava atuma i	Data			
Signature:	Date:			
· · · · · · · · · · · · · · · · · · ·	Ir ID, however, we may ask you to provide further ID			
in order to collect the information you have reque	ested, details of which will be discussed with you			
prior to collection.				
When you have completed this form please retur	n it, with the accompanying documents to:			
By email: dpo@aecc.ac.uk				
or by post:				
Data Protection Officer				
AECC University College				
Parkwood Campus				
Parkwood Road				
Bournemouth				
Dorset				
BH5 2DF				

FOR OFFICE USE ONLY:				
Request received	Date		Initials of receiver	
ID Method confirmed	Date		Initials	
HOD authorise release	Date		Initials	
Confirm postage method and date	Date	Method	Initials	
Signature of data subject or agent to confirm collection			Date	