

Subject Access Request Form

Failure to complete this form in full may delay the processing of your request.

Section 1 – Subject of the request (the data subject)

Title:			
Forename:		Surname:	
Address:			
Date of Birth:		Daytime Tel:	
Are you the above named person?			
<input type="checkbox"/> Yes – please move on to section 3 <input type="checkbox"/> No – please complete section 2			

Section 2 – Requestor details (if not the data subject)

Title:			
Forename:		Surname:	
Organisation Name (if relevant):			
Address:			
Daytime Tel:		Relationship with Data Subject:	

Section 3 – What are you requesting?

<p>Provide a description of the data you would like to receive. Please provide as much details as possible to help Community Campus to find the information. Remember to include any account/reference numbers if known, and the names of any staff/service areas you have dealt with. If you would like a specific document, or information from a certain period of time please confirm this as it may reduce the time required for Campus to respond to you:</p>

Section 3 – ID and Authority

<p>ID: Two forms of ID are required from the data subject to ensure that information is not released to the wrong person. Details of accepted ID are attached. If you are requesting information on behalf of someone who lacks mental capacity, please include your own ID instead of theirs.</p> <p>Authority: If you are making a request on behalf of another person, you must evidence that you have authority to do so. This may be the full birth certificate for a child to show you are their parent, a signed letter of consent from the subject or Power of Attorney documentation for someone who cannot make the request themselves). Please provide copies of ID and authority with your application (do not send originals).</p>

Section 4 – Declaration and Privacy Notice

I confirm that the information given on this form is correct to the best of my knowledge. I understand that my application will not be processed until ID and authority has been received by Community Campus.

Community Campus use and record the personal information provided on this form for the purposes of processing your request. We may disclose such personal information for that purpose to any persons employed by Community Campus. We will not, however, disclose or exchange the information to or with any other person or organisation save and except where we are required or legally compelled to do so; where there is duty to the public to disclose or where such disclosure is made at your request or with your consent.

Requester Signature:		Print Name	
		Date:	

Please note that it may be necessary for Community Campus to contact you for more information to help locate the records requested.

Please return this form and all necessary documentation to:

Community Campus '87
 76 Brunswick Street
 Stockton-on-Tees
 TS18 1UU

Examples of Accepted ID	
Please supply one document from each category	
Category 1: Personal Identity Documents	
Current signed passport	Residence permit issued by Home Office to EU Nationals on sight of own country passport
Current UK photocard driving licence	Current full UK driving licence
Current benefit book or card or original notification letter from the Department for Work and Pensions confirming the right to benefit	Building industry sub-contractor's certificate issued by the Inland Revenue
Recent Inland Revenue tax notification	Current firearms certificate
Birth certificate	Adoption certificate
Marriage certificate	Divorce or annulment papers
Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL 1 or SAL 2 forms);	GV3 form issued to people who want to travel in the UK but do not have a valid travel document
Home Office letter IS KOS EX or KOS EX2	Police registration document
HM Forces Identity Card	
Category 2: Active in the Community Documents	
"Active in the Community" documents should be recent (at least one should be within the last six months unless there is a good reason why not) and should contain the name and address of the person).	
Utility bill or certificate from a utility company confirming arrangement to pay for services	Confirmation from an Electoral Register search that a person of that name lives at that address
Local authority tax bill (valid for current year)	Current UK photo card driving licence (f not used for evidence or name)
Current full UK driving licence (old version) (if not used for evidence of name)	Bank, building society or credit union statement or passbook containing current address
Recent original mortgage statement from a recognised lender	Current local council rent card or tenancy agreement
Current benefit book or card or original notification letter from the Department of Work and Pensions confirming the rights to benefit	Court order