



Under Data Protection regulations, an individual is entitled to request a copy of information held about them, this is a 'Subject Access Request'.

Please complete clearly in BLOCK LETTERS.

Surname:		Forename:	
Address:			
Telephone Number:		E-mail:	
Any previous name used at time of study with the College:			

You must also supply evidence of your identity, e.g. driving license, passport (or photocopies). Any documents provided will be returned securely to you once your identity has been verified.

Alternatively, if you only wish to see specific document(s), please describe the information you are seeking e.g. attendance reports, academic results etc.

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To comply with data Protection regulations, the College only holds data for specified periods. These are available within the published Privacy Notices available from our website.

I certify that the information given on this application form to Huddersfield New College is a true and accurate record. I understand that it is necessary for the College to verify my identity and it may be necessary to obtain more detailed information from me in order to locate the correct data.

Signature:		Date:	
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Also required with this application form is the evidence of your identity.

Please note that the College reserves the right to obscure or suppress information that relates to third parties (under the Data Protection Act 1998).

This form (and enclosures) should be sent to: The Data Protection Officer, Huddersfield New College, New Hey Road, Huddersfield, HD3 4GL.

OFFICE USE ONLY

Date request received:		Date request completed:	
Identity verified?		Request completed by:	