

Subject access request form

Under the General Data Protection Regulation (GDPR) you are entitled to request the personal data that we hold about you. Please use this form to specify the data that you wish to access. Under GDPR we have one month in which to respond to you.

1. Your details

Full name

Address

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Telephone number

Email

2. Is it your data you are requesting?

YES if you are requesting your data please supply evidence of your identity i.e. library card, driving licence, passport and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).

No are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed together with the ID of the Data Subject (please complete questions 3 and 4)

3. Details of the Data Subject (if different to 1.)

Full name

Address

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Telephone number

Email

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. Please state below specific information or document(s) you wish to see, for example a particular examination report, a specific departmental file, emails from a particular member of staff etc, please describe these below. If you are requesting emails, please give a timeframe

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Please note we only hold CCTV for a maximum of 28 days. If CCTV search wanted please specify date(s) time(s) and location. Please note that we will not always be able to reveal CCTV when it includes the data of other individuals:

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Signature

Signed Date

Please return the completed form to the Institutes Secretary, University Centre, 252-262 Romford Road, London E7 9HZ

or email info@bite.ac.uk

Documents which must accompany this application are:

- i evidence of your identity
- ii evidence of the Data Subject's identity (if different from above)
- iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- v stamped addressed envelope for return of proof of identity/authority documents, where appropriate

Please note that the Institute may have to exclude information that relates to other third parties.

Office use only

Request received:

Date completed:

Notes

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