

**STANDARD REQUEST FORM FOR ACCESS TO DATA**

I, ..... [insert name] wish to have access to either [delete as appropriate]

1 All the data that the College currently has about me, either as part of an automated system or part of a relevant filing system; or

2 Data that the College has about me in the following categories:

- Academic marks or coursework details for the year.
- Academic or employment references
- Disciplinary records
- Health and medical matters
- Political, religious or trade union information
- Any statements of opinion about my abilities or performance
- Personal details including name, address, date of birth etc

Other information

Signed ..... Date .....

To ensure that we identify you accurately please complete the following details

Full name ..... Date of Birth .....

Address .....

.....

..... Post code .....

Staff/learner/other ..... Date of leaving the college .....

Reference number (if known) .....

You should receive a reply to this request within 1 calendar month.

Date of receipt: .....	Response date: .....
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Date Reviewed: May 21	Date Impact Assessed: Apr 19	Date Review Due: May 22
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