

### Subject access request form

Using this form will help us locate your personal information and provide a full and accurate response. It does not have to be used – subject access requests made in other formats will be accepted – but using it may speed up the process.

Your details	
Surname	
First name	
Date of birth	
Home address	
Telephone number	
Email address	

Tell us about your relationship with us	
Current or former student	
Course title/name of award	
Student number	
Name when registered at college (if different to above)	
Current or former member of staff	
Staff/payroll number	
Job title	
Name when employed by the college (if different to above)	
Other (please give details e.g. student applicant, job applicant, customer, supplier, external examiner)	

Data requested
Please describe the information you require in as much detail as possible.

Declaration
<p>I confirm that the information given on this form is accurate to the best of my knowledge.</p> <p>I understand that North East Scotland College will confirm my/the data subject's identity and that it may be necessary to provide more detail so that the correct information can be located.</p> <p>Signature:</p> <p>Date:</p>

North East Scotland College will use the information you have provided on this form:

- To confirm your identity
- To locate information held about you by the college
- For statistical purposes

We will keep this information for X months/years, as set out in our retention schedule. After that we will remove it from our records and dispose of it securely.

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**College use only:**

SAR reference no:

Request received: *[date]*

Response due date: *[date]*

Identity check? Yes ☐ No ☐

Identity check complete: *[date]*

Request includes:

Access ☐

Rectification ☐

Data portability ☐

Erasure ☐

Objection ☐