

DATA SUBJECT ACCESS REQUEST FORM

It is not mandatory to use this form but it will help us to give a timely and accurate response to your subject access request under Article 15 of the General Data Protection Regulation. Please complete the form and return it by post or email to the department you are requesting the information from. If you are not sure about which department to contact, please send the completed form to DPO@eastkent.ac.uk

Date	
Title	
Surname	
Forename(s)	
Address	
Email address	
Contact telephone number	
Preferred response format (post or email)	
Other name(s) by which you have been known (if applicable)	
Proof of ID enclosed/attached (ideally send a photocopy/scan of one form of photo ID)	
Description of your request, including information to help us locate the personal data you seek	

Please note:

- We will process your request within 20 working days.
- We may contact you to ask you for further information or clarification so that we can meet your request in full.
- If you are unable to provide us with any further information or clarification that we ask for, we will not be able to process your request within the timeline.

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 Broadstairs
 Kent CT10 1PN

Tel: 01843 605024

Email: DPO@eastkent.ac.uk