

LAW ENFORCEMENT* REQUEST FOR THE PERSONAL DATA OF A DATA SUBJECT

* for example Police, Government Security Services, HMRC, Magistrate's/Crown court etc.

Using this form will help us to give a timely and accurate response to your request. **Please complete the form and return it by 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**

Please note:

- We will process your request within one calendar month.
- 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.
- We reserve the right not to submit the Data Subject's data to you if no legitimate reason is provided.

Date	
Name of the organisation making the request	
Full name of the person making the request	
Email address	
Contact telephone number	
Proof of ID attached / enclosed	YES <input type="checkbox"/>

Full name of the Data Subject	
Other name(s) by which they have been known (if applicable)	
Date of birth of the Data Subject	

Student / Employee number <i>(to help identify)</i>	
Other details that will help us find the information e.g. address	
Please identify a lawful basis under Article 6 of the UK GDPR for sharing the personal data	
Please provide any other rationale you can to support this request	
Details of the personal information required	
Time period the information is to cover	

[East Kent Colleges Group](#) is the Data Controller.
Our registered address is Ramsgate Road, Broadstairs, Kent, CT10 1PN.

The Data Protection Officer for EKC Group is Jack Collison, Group Director of Corporate Services.
He can be contacted at 01843 605024 or DPO@eastkent.ac.uk