**DATA SUBJECT ACCESS REQUEST FORM**

Use this form to ask EKC Group for your personal information or for the information of someone else, e.g. a child or relative, under Article 15 of the UK General Data Protection Regulation. 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.

**Please complete the Form and return it to the department you are requesting the information from. If you are not sure who to contact, please send the Form to** [**DPO@eastkent.ac.uk**](mailto: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 will provide your response in an electronic format (via a secure email link) unless you have a reason you need the data in a different format, and you let us know.

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| --- | --- |
| **Date** |  |
| **Details of the personal information I want**  *(be very specific, e.g. 'My employee file'; or 'Emails containing my name sent between 'person A' and 'person B')* |  |
| **Time period for this information**  *(give a date range e.g. 'From 1 April 2022 to 31 March 2023')* |  |
| **Reason for requesting this information**  *(optional - you don't have to include this, but it can help us find the information that you actually need and can help you get a faster response)* |  |
| **Other details that will help us find the information**  *(optional – if you provide details about where we might find the information or what it relates to, e.g. an insurance claim)* |  |
| **Full name** *(of the person making the request)* |  |
| **Are you making this request on behalf of someone else?** | YES  NO |
| **Email address** |  |
| **Contact telephone number** |  |
| **Full name of the data subject** *(if different)* |  |
| **Other name(s) by which you have been known** *(if applicable)* |  |
| **Student / Employee number** *(optional to help identify you)* |  |
| **Date of birth** *(optional - to help us find the information)* |  |
| **Address** *(optional - to help us find the information)* |  |
| **Proof of ID attached / enclosed** | YES  NO |

***Proof of ID & Address***

*Please provide a photograph or scanned copy of:*

* *a birth certificate, driving license or passport* ***and***
* *a bank statement, utility bill, council tax bill or TV licence*

*If you are making the request for someone else, you should provide proof of ID and address for them (not for you). You will also need to provide evidence that you're allowed to make the request for them e.g. a Power of Attorney document or proof of parental responsibility such as a Birth Certificate.*

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](mailto:DPO@eastkent.ac.uk)