



Herefordshire &  
Ludlow College

## Data Protection Act 1998

### Subject Data Access Request Form

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return it, with the £10 fee, to:-

The Data Protection Officer, Herefordshire and Ludlow College  
Folly Lane, Hereford, Herefordshire

#### Part A – Your Details

<b>Title</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Contact Telephone Number</b>	
<b>Contact E-mail Address</b>	
<b>Relationship to the college</b>	
<b>Description of your request.</b> Please add any further information which will enable us to locate your personal data.	

#### Part B – Proof of Identity

The Data Protection Act requires the college to satisfy itself as to the identity of the person making the request. The Data Protection Officer will need to see a suitable form of identification including a photograph. This may be College Library Card, Passport or Photo Driving Licence. If the supply of this documentation is problematic please contact us to discuss alternative proof of identity arrangements. If the college is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

#### Part C – Declaration

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that Herefordshire College of Technology provide me with copies of my personal data as described in Part A.

I enclose the fee of £10 (cheques should be made payable to Herefordshire and Ludlow College).

Signed: \_\_\_\_\_