

SUBJECT ACCESS REQUEST(RECORD)

1. DATA SUBJECT DETAILS:

Title	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other: ☐
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject:	We will need two copies of forms of identification, which can be: • Passport • Driving licence • Birth certificate • Utility bill (from last 3 months) • Current vehicle registration document • Bank statement (from last 3 months) • Rent book (from last 3 months).				
Details of data requested:					

SUBJECT ACCESS REQUEST(RECORD)

1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their <i>[written]</i> or other legal authority?	Yes ☐ No ☐				
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other: ☐
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					

2. DECLARATION

I,....., the undersigned and the person identified in (1) above, hereby request that Luminate Education Group provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (student / employee name):

I,....., the undersigned and the person identified in (1.1) above, hereby request that Luminate Education Group provide me with the data about the data subject identified in (1) above.

Signature:

Date:

SAR form completed by (student /employee name):

This form must immediately be forwarded to Luminate Education Group organisation Data Protection Officer /GDPR Owner. They are:

Graham Eland

gdpr@luminate.ac.uk