

Data Protection policy and procedure

Appendix 2

Standard request form for access to data

To the Data Controller:

I, (insert your name) wish to have access to either (delete as appropriate):

1. All the data that the College currently holds on me, either as part of an IT system or part of a relevant filing system; **or**

2. Data that the College has about me in the following categories:

- Academic marks or course work details
- Academic or employment references
- Disciplinary records
- Health and medical matters
- Political, religious or trade union information
- Any statements of opinion about my abilities or performance
- Personal details including name and address, date of birth etc.
- Other information

(Please tick as appropriate)

I understand that I will have to pay a fee of £10.00 and provide that sum by cheque in order that the access request can be commenced.

Signed

Dated