



## SUBJECT ACCESS REQUEST FORM

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 under Article 15 of the General Data Protection Regulation.

Please complete the table below and return the form by post or email to the Data Protection Officer.

Date	
Title	
Surname	
Forename(s)	
Address	
Email address	
Preferred response format (post or email)	
Other name(s) by which you have been known (if applicable)	
Relationship to the College	
Proof of ID enclosed/attached (ideally send a photocopy/scan of one form of photo ID)	
Description of your request, including information to help us locate the personal data you seek	

Data Protection Officer  
Harlaxton College  
Harlaxton  
Grantham, Lincs., NG32 1AG  
United Kingdom

Tel: +44 (0) 1476 403000  
Email: [dpo@harlaxton.ac.uk](mailto:dpo@harlaxton.ac.uk)