

SAR001 - Subject Access Request (SAR) Form

Forename(s):			
Surname:			
Previous name (if applicable):			
Date of birth:			
Address:			
		Postcode:	
Telephone:			
Email:			
<input type="checkbox"/>	I am a current/former student of Chesterfield College Group Please provide your student number (if known): _____		
<input type="checkbox"/>	I am a current/former member of staff of Chesterfield College Group		
<input type="checkbox"/>	I am not a current/former student or member of staff of Chesterfield College Group Please provide details of your association with Chesterfield College Group: _____ _____		

You may be contacted by a member of the Data Protection team to provide further information to confirm your identity. We will only request information that is necessary to confirm who you are. The period for responding to the request, 1 calendar month, will begin once we have received the additional information requested.

Please give details of the information you are requesting in the space provided below (use extra sheets if necessary):

As Chesterfield College Group process a large amount of personal data, under Recital 63 of Regulation (EU) 2016/679 (“General Data Protection (GDPR)”) you may be required to further specify the information or processing activities to which your request relates.

A member of the Data Protection team will contact you if we need further information to specify the nature of the data you have requested. The period for responding to the request, 1 calendar month, will begin once we have received the additional information requested.

Please note that some information may need to be omitted under Article 15 of Regulation (EU) 2016/679 (“General Data Protection (GDPR)”) to protect the rights and freedoms of others.

Signature:	
Date:	

Please return this form by one of the following methods:

1. Attached to an email and sent to dataprotection@chesterfield.ac.uk or;
2. Handed in at main reception at your local Chesterfield College Group site in an envelope marked Confidential - FAO Data Protection Officer