

## **PERTH COLLEGE UHI** **DATA PROTECTION: SUBJECT ACCESS REQUEST FORM**

Under the terms of the Data Protection Act 1998, staff, students and other users of the College have the right to access to personal data relating to themselves that is held by the College in electronic format and/or manual records forming part of a 'relevant filing system'.

Any individual who wishes to exercise this right should apply using this subject access request application form.

The College needs to be assured of an applicant's identity before relevant data is released, and a fee (£10.00) is due when a request for the release of data is made.

The College may hold personal records in different parts of its organisation. To assist us to provide the information you require, please provide the following information:

<b>Details</b>
Surname:
Former Surname (if applicable):
Forenames:
Address:
Telephone Number:
Date of Birth:

<b>Students</b>
Are you a present or past student of Perth College UHI? Yes/No (Delete as applicable)
If yes, please give details of course of study and dates:

<b>Staff</b>
Are you a present or past member of staff? Yes/No Present/Past
If yes, give department:
For past Staff, give dates of employment:

**Others (neither staff nor student)**

If you are neither staff nor student, please specify your connection with Perth College UHI:

**Information Required**

The College may hold personal records in different parts of the organisation. Please specify the information you require. Please be as specific as possible, to help us process your request as quickly as possible.

Your signature:

Date:

**College Use Only**

Reference No:

Date Received:

Confirmation of identity checked:

Fee Received (£10.00): \_\_\_\_\_ (signature)

On completion, this form should be sent to the

Data Protection Officer ,  
Perth College UHI  
Crieff Road  
Perth  
PH1 2NX