



Data Request Form

You can request details about the personal data we hold on you by filling in this data request form.

We will endeavour to deal with the request within one month of receiving the request. If the request is complex or you make several requests, we may extend the response time by a further two months. We may charge a 'reasonable fee' where a request is manifestly unfounded, excessive or if you request further copies. ICO advises 'reasonable' charges should be £25 per person per hour up to a limited of 18 staff hours.

Part 1 – About Yourself

SURNAME:

FIRST NAME(S):

ALTERNATIVE NAMES:

CURRENT ADDRESS:(including
postcode)

PHONE NUMBER:

EMAIL ADDRESS:

DATE OF BIRTH:

Part 2 - Locating Your Personal Information

For us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

SUBJECT DETAILS:

NAME OF CONTACT: (if known)

DATES OF CONTACT:
(approximately)

ADDITIONAL INFORMATION:
(e.g. year(s) of training with the SCITT, TRL number)

You may continue on plain sheets if necessary

Part 3 – Confirming Your Identity

In line with Article 12(6) of the GDPR, we will require additional information to enable identification.

Please provide proof of postal address and identification. For identity purposes please send a copy of one of the following documents listed below. Hard copies of documents will be returned once the search is completed.

- Photocopy of passport
- Photocopy of Driver's License

Proof of postal address can include:

- Original of electricity bill
- Original of gas bill
- Original council tax bill
- Original of any other bill in your full name
- Bills should not be more than six months old

Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, certify that the information provided on this application to the CTSN SCITT is true. I understand that it is necessary for CTSN SCITT to confirm the data subject's identity and that it may be necessary for CTSN SCITT to request more details from me in order to be able to locate the correct information.

Signature:

Date:

Please return the completed form to:

The Data Protection Officer
CTSN SCITT
Comberton Village College
West Street
Comberton
Cambridge
CB23 7DU
Email: scitt@catrust.co.uk