**Subject access request form**

Notes for completion:

You should complete this form to make a subject access request, which means you are asking South Devon College to confirm to you that it processes your personal data, and to obtain access to that data. South Devon College will undertake a process to deal with a subject access request that complies with current data protection obligations, as outlined within the internal data protection policy.

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| **Personal details** |
| Your name: |  |
| Your employee number: |  |
| Department: |  |
| Telephone number: |  |
| Email address: |  |
| Home address: |  |
| **Information sought** |
| Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought.  |
| **Declaration** |
| I confirm that I am the person named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity.  |
| **Your signature:**  |  |
| **Date:** |  |