



## How To Make A Subject Access Request

Under the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR), an individual (the data subject) is entitled to be told if personal data is being used or stored by NPTC Group of Colleges (the data controller) and to be supplied with a copy of any such information (Article 15 of GDPR).

Requests may be made in writing, either by letter or email, or verbally. Please note that whilst completion of the attached form is not compulsory, its use will help provide us with the necessary data to process your request. If you make your request verbally, we would recommend you follow it up in writing.

Please note that we may request further information to confirm your identity. The period for responding to your request begins when we receive the additional information.

When making a subject access request please include the following information:

- Your name and contact details
- Any information we can use to identify or distinguish you from other people with the same name (e.g. staff number, student number)
- Any details or relevant dates that will help identify what you want

We will respond to your request within 30 days. If further information is requested from you in relation to confirming your identity the 30 days will begin from when we receive the additional information. It should be noted that some data may be exempt from disclosure. The Group will inform you if any of your personal data has been withheld due to it being the subject of an exemption.

Under Article 15 of GDPR there is no charge for making a subject access request. However, the Group has the discretion to decide whether to charge an individual when the request is repeated or unreasonable.

### Requests being made on behalf of others

Subject access requests can be made via a third party. In such cases we will need to be satisfied that the third party making the request is entitled to act on behalf of the individual. The third party will be required to provide evidence of this entitlement. Evidence may include a written authority from the data subject or a power of attorney. Please note that confirmation of identity will still be required from the data subject.

The Group's Data Protection Officer can be contacted by email at [data-protection-officer@nptcgroup.ac.uk](mailto:data-protection-officer@nptcgroup.ac.uk) or by telephone on 01639 648138.



## Subject Access Request Form

### Notes for Applicants

1. Under the Data Protection Act 2018 and the UK General Data Protection Regulation, an individual is entitled to be told if personal data about them is being used or stored, with a copy of any such information and with any necessary explanations of codes.
  
2. The request must be accompanied by any necessary information / documentation to identify the enquirer (College card, proof of identity) and to locate the record required.
  
4. The Group, as data controller, will comply with the request for disclosure within 30 days of receiving the request or, if later, on receiving the information referred to in (2) above. Different regulations apply with respect to examination results.
  
5. Please complete the following form, sign the accompanying declaration and submit, with your proof of identity, to the Group's Data Protection Officer, at the address given overleaf:

<b>Details of Applicant (data subject)</b>	
Title	
First Name	
Surname	
Postal or email address	
Telephone No.	
Organisation (if applicable)	
<p>NPTC Group of Colleges will treat your personal information in line with the Data Protection Act 2018 and the General Data Protection Regulation. The information you provide on this form will be used to process your request. It will not be shared with any third parties, will be held securely, will not be used for any other purpose and will not be retained for longer than required.</p>	

### **Data Subject's Status / Relationship with the College**

In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible.

(a) **Student**

- Current student (please give year of study) .....
- Former student (please give date last enrolled) .....

Course details .....

(b) **Staff**

- Current staff
- Former staff (please state date employment ceased) .....

Department ..... Payroll No: .....

National Insurance Number ..... Maiden Name .....

(c) **Other**

If neither student nor staff, what relationship have you had with the College and when?

**Your Request**

Please provide a description of the data that you are requesting, and any additional information which will enable us to locate it.

**Declaration**

I ..... certify that the information given on this application form to NPTC Group is correct. I understand that I will have to provide proof of my identity. I understand that the Group must confirm my / the Data Subject's identity, and that it may be necessary for the Group to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signed ..... Date  
.....

**Please return the completed form to the Data Protection Officer, NPTC Group of Colleges, Neath College, Dwr-y-Felin Road, Neath SA10 7RF or email to [data-protection-officer@nptcgroup.ac.uk](mailto:data-protection-officer@nptcgroup.ac.uk).**

Documents which must accompany your application are:

- (i) Evidence of your identity (your College card, a copy of your passport, driving licence or birth certificate);
- (ii) Evidence of the Data Subject's identity (if different from above);
- (iii) Evidence of Data Subject's consent to disclose to a third party (if required as indicated above);

Please note that the Group reserves the right to obscure or suppress information that relate to other third parties (under the terms of Section 7 of the Data Protection Act 2018).

**Note:** If you are acting on behalf of the Data Subject you must have their signed, written authority to do so and you must enclose that authority with your request. Please complete this section with your details, as well as the above form, taking care to submit the request with the appropriate proofs of identity.

<b>Details of the Third Party requesting the information</b>	
Full name	
Organisation	
Address	
Email address	
Telephone No:	

**Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

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