**Annex 6 of the Data Protection Policies**

**Subject Access Request From**

|  |  |
| --- | --- |
| First Name(s): |  |
| Surname: |  |
| Previous Surname (if relevant): |  |
| Date of Birth |  |
| Current Address |  |
|  |
|  | Postcode |  |
| Contact Number: |  |
| Email Address: |  |

You may be contacted by the Data Protection Officer to provide further identification. We will only request information that is necessary to confirm who you are.

If that is the case we will let you know as soon as possible before responding to your request. The period for responding to the request begins when we receive the additional information.

Please give details of your request:

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As The Sheffield College 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 to.

**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.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be attached to an email and sent to DPO@sheffcol.ac.uk or returned to the receptionist at your Local College in an envelope marked FAO Data Protection Officer.