

METANOIA INSTITUTE

SUBJECT ACCESS REQUEST

Please use block capitals in sections 1 and 2 below



1. Data Subject Details

If you are requesting copies of personal data which the Institute holds about you, you must provide a photocopy of your passport, UK driving licence or Institute ID Card as proof of identity

ID Number		Title	
Family Name			
First Name		Date of birth	
Faculty/Service			
Current Address			
Current Phone number		Current Email Address	
Relationship to Institute			
Start and End Dates of Employment/Education			
Any other information that could help identify your personal data			

2. Third-Party Details – you must complete this section if you are **not** the data subject

If you are requesting copies of personal data which the Institute holds about someone else on their behalf, you must provide:

- signed written authority from the data subject granting you permission, and
- a photocopy of the data subject passport, UK driving licence or Institute ID Card
- a photocopy of the third-party passport, UK driving licence or Institute ID Card

Family Name*		Title	
First Name*		Phone Number	
Address*		Email Address	
Relationship to data subject*			

3. Records Requested

PLEASE COMPLETE ALL SECTIONS.

3.1. Please indicate the category of your enquiry

- Academic marks or coursework details
- Clinical Records
- Disciplinary records
- Grievance records
- Health and medical matters
- Other HR related documents
- Political, religious or trade union information
- Personal details e.g. name, address and date of birth
- Other, please specify or describe if possible

3.2. Please describe the information you are requesting **in as much detail as possible** to help us identify the information you require *e.g. 'information about me contained in the Assessment. Progression and Award Board held on... 6th September 2017' or 'emails about me sent to X member of staff between January and March 2018'*

3.3. Please indicate which of the following sections the documents you require may be found or within which you would wish us to search

- Facilities
- Finance Office
- Human resources
- Library
- Student records
- Your Faculty
- Other, please specify or describe if possible

3.4. Please indicate how you wish to receive the information

- Electronically By Post

3.5. Please confirm how many copies you require _____

4. Declaration

I certify the information provided in this form is accurate to the best of my knowledge and I accept that Metanoia Institute will take reasonable steps to establish identity prior to release of personal data.

I request that Metanoia Institute provide me with a free copy of personal data relating to the subject named in Section 1 of this form and I enclose the following:

- A photocopy of the data subject's proof of identity
- A photocopy of the third-party's proof of identity (third parties only)
- Written and signed authority of the data subject (third parties only)

Please Print Full Name:		Date:		
Signature:		DD	MM	YYYY

Please send your completed form and supporting documents to

dataprotection@metanoia.ac.uk

Tel: 0208 579 2505
 13 North Common Road
 Ealing, W5 2QB
www.metanoia.ac.uk