

REQUEST TO VIEW PERSONAL DATA

Please provide me with details of all personal data which the college holds about me, including:

- ☐ records held on computer
☐ paper records and tutor files

I understand that there a fee of £10 is payable for each request and that reports will be provided within 40 days.

Name

Student ID number

Address

Postcode

Phone number

Mobile number

Signature

Date

Please hand this form in to the Information Centre together with your fee.

For staff use only

Date completed: