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

Name
_____

Student ID number
_____

Address
_____

_____

Postcode
_____

Phone number
_____

Mobile number
_____

Signature
_____

Date
_____

Please hand this form in to the Information Centre.

For staff use only

Date completed: