



# Subject Access Request Form

Please complete this form to request the personal information that Free2Learn is processing about you or someone you represent in line with the General Data Protection Regulations (GDPR), Chapter 3, Article 15 (Recitals 63 & 64).

## Part 1: Details about the person who the information relates to (referred to on the form as the "data subject").

**Title** (please tick)    Mr             Mrs             Miss             Ms             Dr

Surname  First Name

Former Surname

Current Address

Address (if different when last engaged with Free2Learn)

Email address

Contact number (day)

Date of Birth (DD/MM/YYYY)    /  /

### Nature of Relationship with Free2Learn:

Current student  Former student  Employer

Visitor  Supplier or Contractor  Staff Member

Other (please state)

**Please provide a copy of one of the following as proof of your identity** (tick which one applies). Please note that copies of identification will immediately be destroyed once your identity has been confirmed.

Driving licence  Passport  Marriage certificate  Birth certificate

Free2Learn student/staff ID  Other ID (please state)

**Please provide a copy of one of the following as proof of your address** (tick which one applies). Please note that copies of identification will immediately be destroyed once your identity has been confirmed.

Driving licence  Utility bill  Bank statement

**Part 2: Are you requesting information about you (i.e. are you the data subject)? Please tick which applies.**

- No** – go to part 3
- Yes** – go to part 4

**Part 3: Please complete if you are the person acting on behalf of the data subject (who is identified in Part 1 above)**

**Title** (please tick)    Mr             Mrs             Miss             Ms             Dr

Surname  First Name

Address

**Please provide a copy of ONE of the following as proof of your identity (tick which one applies)**

Driving licence  Passport  Other ID (please state)

**As you need to have legal authority to request the data subject’s information, please provide a copy of ONE of the following:**

Letter of authority  Lasting power of attorney

Other (please specify)

**Part 4: Details of information being requested**

**Please provide details of the information you require:**

**Part 5: Declaration**

I certify that the information provided on this form is true and correct.

**Please print your name in block capitals**

**Signature**

**Date**

## Part 6: Submission of request

**Information is generally provided free of charge. A reasonable fee may be charged if the request is deemed to be manifestly unfounded or excessive.**

The completed application form and proof of identity and/or consent may be scanned and emailed to our Data Protection Officer, Laura Watkin, [laura@free2learn.org.uk](mailto:laura@free2learn.org.uk)

Alternatively you may submit your request by post to:

Laura Watkin  
Data Protection Officer  
Free2Learn  
Morley House  
26-30 Holborn Viaduct  
London EC1A 2AT

We will respond to your request no later than one month after the date that it has been received.

Please note that Free2Learn reserves the right to obscure or suppress information that relates to other third parties.

## Part 7: Before submitting this form, please check that you have:

- Enclosed proof of identity of the data subject?
- Enclosed proof of authority to act on behalf of the data subject? (if required)
- Enclosed proof of your identity if acting on behalf of the data subject? (if required)
- Provided sufficient details for Free2Learn to locate the information you have requested?
- Signed and dated this form?