



Declaration: I am (the Data Subject/ acting on behalf of the Data Subject)* named above and hereby request, under the provisions of the Data Protection Act 2018 and UK GDPR, that Norland College provides me with a copy of the personal data held about me/the named Data Subject as specified above. I understand that Norland will respond within 1 month unless it is a complex request and therefore may take more time (max 2 months).

**please delete as appropriate.*

Signed

Printed

Date

Please return to:

Stephanie Taylor
Head of HR & Compliance
Norland College
York Place, London Road
Bath, BA1 6AE

Email – NorlandHR@norland.ac.uk