



Subject Access Request Form

The following information is required to help us provide a timely and accurate response to your request.

Information regarding the Data Subject:	
Forename(s)	
Surname	
Address	
Telephone number	
Email address	
ID provided	
If you are or have been a student at Norland University, please provide:	
Set number	
Student ID number (if known)	
Dates of study	
If you are or have been employed at Norland University, please provide:	
Job title	
Dates of employment	
Please complete the following sections if you are acting on behalf of the Data Subject	
Name	
Address	
Telephone number	
Email address	
Relationship to the Data Subject	
Evidence of authority to act on behalf of the Data Subject	
Please provide details of the information you are interested in obtaining e.g. specific documents/files or a more general search of Norland:	



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 University 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
PVC (HR & Compliance)
Norland College
York Place, London Road
Bath, BA1 6AE

Email – NorlandHR@norland.ac.uk