

Data Protection

Subject Access Request Form

Q1. Details of the person requesting the information:

Full Name:

Date of Birth:

Address:

Telephone number:

Email address:

Q2. Are you the Data Subject? Please circle the applicable answer

Yes. Please supply proof of your identity (ie. ID card, driving licence, birth certificate, passport. Photocopies are acceptable) and if necessary, a stamped addressed envelope for returning your documentation. **(Go to Q5)**

No. Complete Q3 and Q4

Q3. Details of the Data Subject (if different to Q1 above):

Full Name:

Date of Birth:

Address:

Telephone number:

Email address:

Q4. Describe your relationship with the Data Subject that leads you to make this request for information.

If you are not the Data Subject you must enclose their written authority allowing you to make this request.

Q5. Please state the area of Academy records that you want this subject access request to cover. Please be as precise as possible.

I enclose the following: Tick

- Administrative fee (if applicable) (cheque made payable to 'Backstage Academy')
- Proof of your identity
- Proof of Data Subject's identity (if different from above)
- Written authority of Data Subject's consent to disclose to a third party (if required)
- Stamped addressed envelope for return of proof of identity/authority documents, where required.

Declaration:

I, certify that the information given on this application form is true and accurate. I understand that it is necessary for Backstage Academy to confirm my / Data Subject's identity and that it may be necessary to obtain more detailed information in doing so.

Signed..... Date.....

Please return the completed form to Registry: studentadmin@backstage-academy.co.uk

Subject Access Request Fees

The Academy will provide the information free of charge. However, a fee may be charged when a request is manifestly unfounded, excessive or repetitive taking into account the administrative costs of providing the information or the Academy may refuse to respond to the request. A fee may also be charged for further copies of the same information.

After receipt of a written request, the fee (if applicable) and any information needed as proof of identity of the person making the request, the Academy will ensure that the individual receives the information within 30 calendar days, unless there is a valid reason for delay or an exemption is applicable.

An individual can make a subject access request via a third party, including by a solicitor acting on behalf of a client. In these cases and prior to the disclosure of any personal information, the Academy would need to be satisfied that the third party making the request is entitled to act on behalf of the individual and would require evidence of this entitlement.

Whilst there is no limit to the number of subject access requests an individual can make to any organisation, the Academy is not obliged to comply with an identical or similar request to one already dealt with, unless a reasonable interval has elapsed between the first request and any subsequent ones.