**Data Subject Rights Request Form.**

You should complete this form if you wish to express one of your data subject rights as stated within General Data Protection Regulation (GDPR) 2018. We will endeavour to respond promptly and in any event within one month of the latest of the following:

• On receipt of your written request; or

• On receipt of any information requested to confirm your identity.

Also, in order to assist NCG to locate the relevant information in a timely and efficient manner, you should provide as much information as possible as to:

* the type of data in question,
* the period during which the data has been held,
* the persons or departments who are likely to be holding this data
* and the sites and/or specific locations where such persons or departments are based.

The information you supply in this form will only be used for the purposes of identifying the relevant personal data and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

**SECTION 1:** Details of the person requesting information

|  |  |
| --- | --- |
| Full name:   |  |
| Address:   |  |
|    |  |
|    |  |
| Telephone no:   |  |
| Mobile no:   |  |
| E-mail:   |  |

**SECTION 2:** Are you the data subject?

Please place an ‘X” in the appropriate box and read the instructions that follow it.

**[ ]** - YES: I am the data subject. I enclose proof of my identity (see below). (Please go to section 4)

**[ ]** - NO: I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity (see below). (Please go to section 3)

To ensure we are communicating with the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1) Proof of Identity (passport, photo driving licence, national identity card, birth certificate).

2) Proof of Address (utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1-year-old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

**SECTION 3:** Details of the data subject (if different from section 1)

|  |  |
| --- | --- |
| Full name:   |  |
| Address:   |  |
|    |  |
|    |  |
| Telephone no:   |  |
| Mobile no:   |  |
| E-mail:   |  |

**SECTION 4:** Please place an ‘X’ the appropriate box to indicate which of your data subject rights you wish to express:

[ ] Right of Access (Subject Access Request)

[ ] Right to Data Portability

[ ] Right to Object

[ ] Right to Restrict Processing

[ ] Right to Erasure

[ ] Right to Rectification

**SECTION 5:** Details of your request:

Please provide as much detail as possible about your request in order to help us to identify the information you require.

|  |
| --- |
| We will usually automatically search the following sections for personal data: MIS, Finance, HR and any programme area in which you have studied or worked, as applicable. Please state below any other sections/departments that you have been in contact with that you would like to be searched for relevant data. If you wish to see only certain specific document(s), for example a particular examination report or a specific department file etc., please describe below: |

Please note that if the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. There may be other relevant exemptions under the Data Protection Act 2018 that prevent NCG disclosing information to you. While in most cases we will be happy to provide you with copies of the information you request, we reserve the right in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**SECTION 6: (To be completed for a Request for Data Portability)**

Please tick the appropriate box to indicate the format that you would like us to use to transmit the requested data:

**[ ]** - Microsoft Office (Word, Excel etc.)

**[ ]** - OpenDocument

**[ ]** – PDF

Other (Please Specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that it may not always be possible to transmit your data in your requested format, however we will notify you of this prior to sending.

**Declaration**

I, ……………………………………………….. certify that the information given on this application form to NCG is true. I understand that it is necessary for NCG to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

**Signed:**  **Date**: ………………

The following must accompany this application:

* Photographic evidence of identity, e.g. photocopy/scan of driving licence or passport

Please return the completed form and accompanying items to:

NCG Data Protection Officer, NCG, Rye Hill Campus, Scotswood Road, Newcastle upon Tyne NE4 7SA

Or via email to dpo@ncgrp.co.uk

**Office Use Only:**

Date request received:

Notes:

Date completed: Confirmed (signature):