



Subject Access Request Form

Glasgow Kelvin College

Subject Access Request Form

Please provide as much information as possible to enable Glasgow Kelvin College to respond to your Subject Access Request as fully as possible within the 30 day timescale. The 30 day timescale will commence as soon as requesters receive an acknowledgement of their request; this is normally the day after a request is received.

Please note that to avoid personal data about one individual being sent to another, we may require requesters to provide evidence, including verbal evidence, in relation to their identity.

Name:	
Address:	
Contact Telephone Number(s):	
Email Address:	
Unique ID Number:	
Details of The Specific Information You Require e.g. Personnel File:	
Any Relevant Dates e.g. Academic Year:	
Any Other Specific Information e.g. Department the Information Is Held	

How Would You Like This Information To Be Provided:	<input type="checkbox"/>	Electronically by email i.e. pdf format
	<input type="checkbox"/>	In hard copy format
	<input type="checkbox"/>	Direct access to data to be provided (if this service is available)
<p>Please submit this form directly on line, to gdpr@glasgowkelvin.ac.uk by clicking the submit button or pass a hard copy of this form to Reception staff who will send on to the Director of Corporate Services for processing. Thank you.</p>		

Forms can be completed on-line and submitted directly to the College or, alternatively, requests can be made via gdpr@glasgowkelvin.ac.uk