**Subject Access Request Form**

Please complete this form if you wish to request access to your personal data. You do not have to use this form, but it will help us to deal with your request as quickly and effectively as possible if you do.

You can also use this form if you are requesting access to personal data on behalf of someone else. In that case, we will need you to confirm you have that person’s authority to ask for access to their data.

If you have any questions about this form or your request, please contact the College’s subject access team at [subjectaccess@imperial.ac.uk](mailto:subjectaccess@imperial.ac.uk).

We will endeavour to respond within one month from receipt of your request and proof of identity. In some cases (where requests are complex or numerous) we may take up to a further two months; we will let you know where this may be the case.

The information supplied within this form, and the supplied proof of identification will only be used for identifying your personal data and in order for your request to be responded to.

**Proof of identity:** We require proof of your identity before we can disclose personal data. For example, please provide a copy of your College ID card, or your passport photo page. If you are acting on behalf of someone else, please supply proof of your entitlement to act on their behalf (for example, a signed form of authority or power of attorney) together with their proof of ID.

**1. Details of data subject**

|  |  |
| --- | --- |
| Full name |  |
| Former names - if applicable |  |
| College ID number (CID) and department - if applicable |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**2. Details of request**

Please provide a description of the information being sought, or with the name(s) of any individuals or departments whom you believe may hold information about you:

|  |
| --- |
|  |

Please note that if the information you request reveals details directly or indirectly about another person we may have to seek the individual’s consent before we can disclose it to you. Furthermore, 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.

We will, however, make every effort to provide you with a satisfactory form of access or summary of information if possible.

**3. Returning this form**

The completed form and supporting documents should be sent to: [subjectaccess@imperial.ac.uk](mailto:subjectaccess@imperial.ac.uk)