

**Subject Access Request Form**

If you wish to access personal information held about yourself by The Royal Central School of Speech and Drama, you should complete this form and return it to the Data Protection Officer. If you are acting on behalf of somebody else, we will additionally require written consent from the data subject before we release the information to you on their behalf.

The School will aim to comply with all requests for personal information as quickly as possible, and in any case within one month of receipt.

**Please complete this form in block capitals or type**

1. **Details of the person requesting the information**

Surname: Click or tap here to enter text. Forename(s): Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text. Email: Click or tap here to enter text.

1. **Are you the data subject (i.e. the individual to whom the information that is being requested relates)?**

Please select the appropriate box:

Yes: [ ]  (Please go to question 4) No: [ ]  (Please complete question 3)

1. **Details of the data subject**

Surname: Click or tap here to enter text. Forename(s): Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text. Email: Click or tap here to enter text.

What is your relationship to the data subject?: Click or tap here to enter text.

1. **Details of specific information requested**

If you would like to see specific documents, please describe these in as much detail as possible (including any relevant identifying information, such as dates and the department(s) in which the documents might be located):

Click or tap here to enter text.

1. **General search**

If you want a general search for personal information about you to be conducted, please indicate below which departments you would like to be searched for relevant data. Please also state your relationship to the School (e.g. current or former student or member of staff) to assist us in locating any data that we hold about you.

Relationship to School: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Search** | **Department** | **Search** |
| Academic Records Office |  | IT Services |  |
| Academic Registry |  | Learning Centre |  |
| Admissions and Student Recruitment Office |  | Library |  |
| Alumni Office |  | Marketing |  |
| Business and Enterprise Office |  | Partnerships and Outreach Office |  |
| Counselling Service |  | Placements Office |  |
| Course Support Office |  | Press and PR Office |  |
| Development (including fundraising) |  | Principal’s Office |  |
| Facilities and Estates |  | Research Services |  |
| Faculty (i.e. academic programmes) |  | Short Courses |  |
| Finance |  | Student Advice Service |  |
| Human Resources |  | Technical Services |  |

Other (please specify): Click or tap here to enter text.

1. **Declaration**

I certify that the information provided on this application form is correct. I understand that I will be required to provide evidence of my identity, and that of the data subject if it is different. I also understand that it might be necessary to supply more detailed information about my relationship to the School and about my request.

I include with this request the following documentation:

|  |  |
| --- | --- |
| **For data subjects** | Evidence of own identity.\* |
| **For those acting on behalf of data subjects** | Evidence of own identity.\*Evidence of the data subject’s identity.\*Written authority from the data subject to act on their behalf. |

(\* We require two forms of identification per person, including at least one with the individual’s photograph and signature – for example, a driving license or passport ID page. Please do not send original documents to us by post.)

**Data protection**

The Royal Central School of Speech and Drama will use the personal information you provide to process your request, and to review our handling of your request if we are required to do so. Central will not share your personal information with third parties without your permission, or unless we are required to do so by law. For further information, please see our Data Protection Policy at: <https://www.cssd.ac.uk/content/data-protection-privacy>.

Signed: Date: Click or tap here to enter text.

The completed form, and accompanying documentation, should be returned by post or email to:

The Data Protection Officer

The Royal Central School of Speech and Drama

62-64 Eton Avenue

London

NW3 3HY

Email: dataprotection@cssd.ac.uk