

Subject Access Request Form

The United Kingdom General Data Protection Regulation (UK GDPR) provides data subjects, with a right to receive a copy of the personal data and or information we hold about you or to authorise someone to act on your behalf.

Complete this form if you wish to see the personal data we hold. You will also need to provide proof of your identity.

Your request will be processed within 30 calendar days upon receipt of the completed form and proof of identity.

Proof of identity:

We require you to provide proof of your identity before we can disclose personal data.

Proof of your identity must include a copy of two documents one which must include a recent photograph of you such as your passport or driving licence (do not send original documents) and one which contains an official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name and or address, please supply relevant documents evidencing the change.

Administration fee:

It is not our policy to charge for Subject Access Requests.

Section 1

Fill in your details (the data subject).

Note: If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:									
Surname/ Family Name:									
First Name(s)/Forenames:									
Date of Birth:									
National Insurance Number or Unique Learner Number:									
Address:									
Contact Details:									
Mobile Telephone Number:					Telephone Number:				
Email address:									
I am enclosing the following document copies as proof of my identity:									
Document	Tick	Document	Tick	Document	Tick	Document	Tick	Document	Tick
Birth certificate		Driving Licence		Passport		An official letter to my address			
If none of those documents are available please contact LCL for advice at compliance@lclawards.co.uk									
Status	Tick	Status	Tick	Status	Tick	Status	Tick	Status	Tick
Employee		Ex-employee		Applicant employee		Learner		Candidate	
Assessor		Teacher		Internal Verifier		Other			

The details of your data subject request:

Section 2

Complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:							
Surname/Family Name:							
First Name(s)/Forename(s):							
Date of Birth:							
Address:							
Contact Details:							
Mobile Telephone Number :				Telephone Number			
Email address:							
I am enclosing the following document copies as proof of my identity:							
Document	Tick	Document	Tick	Document	Tick	Document	Tick
Birth certificate		Driving Licence		Passport		An official letter of my address	
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject							
Type of Legal Authority	Tick	Type of Legal Authority	Tick	Type of Legal Authority	Tick	Type of Legal Authority	Tick
Letter of authority		Evidence of parental responsibility		Lasting or Enduring Power of Attorney			
Other (provide details):							
Data Subject Declaration:							
I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that LCL Awards is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.							
Name:							
Signature:				Date:			
or							
Authorised Person – Declaration (if applicable):							
I confirm that I am legally authorised to act on behalf of the data subject. I understand that LCL Awards is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.							
Name:							
Signature:				Date:			
Warning: A person who unlawfully obtains or attempts to obtain personal data is guilty of a criminal offence and is liable to prosecution.							

Send this completed form and supporting documentation to: compliance@lclawards.co.uk

LCL Awards
Unit 1 Belvue Business Park,
Belvue Road, Northolt,
Middlesex,
UB5 5QQ

LCL Awards will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with LCL Award's data retention policy after which it will be disposed of in a safe and secure manner.