

Office use only	
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Personal Information Request Form (Subject Access Request)

Please read this form carefully and complete it in full (block capitals) so as not to delay the processing of your request. Please email your completed form and identification to: info-compliance@kcl.ac.uk.

Forms can also be posted to Information Compliance, Office of the Chairman & College Secretariat, King's College London, Room SW1.09, Somerset House East Wing, Strand, London WC2R 2LS.

If you would prefer to deliver your form by hand to our office, please email us at info-compliance@kcl.ac.uk to arrange an appointment.

Our response to your request will be sent to you by email. Please indicate in the "Information Required" box below if you would like a hard copy.

Personal Details:

Name:	
Postal Address (inc postcode): <i>(for applications made by post, you must provide a bank statement or utility bill which matches this address)</i>	
Telephone Number:	
Email address:	

Are you the Data Subject? (please circle):

Yes:	Please provide a copy of proof of ID (such as copy of passport or driving licence). If you are a current member of staff or student, please provide a copy of your ID card. If you are requesting for information to be sent to you via post we will also require proof of address (such as original bank statement, utility bill or similar)
No:	Are you acting on behalf of the data subject? If so, complete this form and provide us with their written authority and include the ID requirements listed in the box above. Please note that we may take further steps to confirm that authority has been freely given.

What you are entitled to:

You are entitled to personal information that the College holds about you in line with Article 15 of the UK GDPR and associated UK data protection legislation. UK GDPR allows you to ask to see information held about you and affords you other rights which can be found [here](#). The process may take up to a month or up to three months for complex requests. We reserve the right to provide information in electronic formats.

Information required:

Please describe as precisely as possible the information you seek, together with any additional information which will help us to locate it, for example: the academic or administrative departments in which it may be held; the nature of your current/past relationship with the College (i.e. student/employee); the dates on which correspondence or other material may have been created, etc. Please include your staff or student number (if applicable). Please continue on a separate sheet if necessary. We are not obliged to comply with a request until we are supplied with sufficient information to process it.

Requests for access to CCTV images must include:

- a) *The date and time the images were recorded*
- b) *Information to identify the individual, if necessary*
- c) *The location of the CCTV camera*
- d) *Photographic proof of identity*

Your request:

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Declaration:

I certify that the information given on this application form is true and accurate, and accept the terms laid out. I understand that it is necessary for King's College London to confirm my/the Data Subject's identity and it may be necessary for them to obtain more detailed information in order to locate the correct personal data. I understand that the response period of one month, stipulated in UK data protection legislation, will not commence until King's College London is satisfied in this regard and has received the ID requirements stipulated on this form.

Signature:	
Print name:	
Date:	

Checklist:

- Include evidence of your identity (and signed authority documents if you are not the Data Subject).
- Complete the form accurately and in full (it is your responsibility to provide all the required information).
- Ensure that posted applications have sufficient postal cover on them.