

DATA SUBJECT ACCESS REQUEST FORM (DSAR)

Please use this form to request personal information from East Sussex College, whether for yourself or on behalf of someone else, such as a child or relative, under Article 15 of the UK General Data Protection Regulation. While using this form is not required, it will help us process your Data Subject Access Request efficiently and accurately.

Please complete the Form and return it to the Data Protection Team Data.Protection@escg.ac.uk

Your request will be processed within one calendar month. If we require additional information or clarification to complete your request, we may reach out to you. Failure to provide the necessary details could result in a delay beyond the expected timeframe. Your response will be provided electronically via a secure email link, unless you specify a valid reason for needing it in an alternative format.

Date request is being made	
Your Full name <i>Provide the full name of the person making this Data Subject Access Request</i>	
Your Email address	
Your contact telephone number	
Are you making this request on behalf of someone else?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Full name of the 'Data Subject'	
If applicable, please include any other name(s) by which you have been known as in the past.	
Student or Employee number or of the person you are enquiring on behalf of.	
Details of the personal information I want <i>Provide clear and specific details, such as "My employee file" or "Emails mentioning my name exchanged between Person A and Person B."</i>	

Time period for this information <i>Specify a date range, such as "From 1 November 2024 to 28 February 2025," to help us focus on retrieving the most relevant information for your request.</i>	
Reason for requesting this information <i>You don't have to provide a reason, but doing so can help us identify the relevant details more quickly, potentially speeding up our response.</i>	
Other details that will help us find the information <i>Providing details on where the information is likely stored or its relevance—such as an exam appeal in 2024 —can help us locate it more efficiently.</i>	
Proof of ID attached / enclosed	YES <input type="checkbox"/> NO <input type="checkbox"/>

Proof of ID & Address

To verify identity and address, please provide a **photo or scanned copy** of

- **one** form of ID (such as a birth certificate, driving license, or passport) and
- **one** proof of address (such as a bank statement, utility bill, council tax bill, or TV licence).

If you are requesting information on behalf of someone else, you must provide **their** proof of ID and address, not yours. Additionally, you will need to submit **official documentation** proving you have the authority to make the request, such as a Power of Attorney or a Birth Certificate confirming parental responsibility. Let me know if you'd like any refinements!

East Sussex College Group is the Data Controller

Our registered address is Cross Levels Way, Eastbourne, East Sussex, BN21 2UF

The Data Protection Officer for ESC Group is Debbie Gibbs, Professional and Business Services Manager and can be contacted at 030 300 38549 or Data.Protection@escg.ac.uk