

3: To be completed by all applicants

I certify that I am the data subject and the information given above is correct to the best of my knowledge and belief. I understand that it is necessary for the University to confirm my identity and it may be necessary to obtain more detailed information from me in order to locate the correct information. Under the terms of the General Data Protection Regulation, I hereby request and consent for the University College to search the records in the departments and to contact the relevant areas/staff, to inform me whether it holds any Personal Data as requested in section 2 above, and to supply me with a copy of those documents.

Signature:

Date:

Completion of this form assists us to confirm your ID, however, we may ask you to provide further ID in order to collect the information you have requested, details of which will be discussed with you prior to collection.

When you have completed this form please return it, with the accompanying documents to:

By email: dpo@aecc.ac.uk

or by post:

Data Protection Officer
 AECC University College
 Parkwood Campus
 Parkwood Road
 Bournemouth
 Dorset
 BH5 2DF

FOR OFFICE USE ONLY:

Request received	Date			Initials of receiver	
ID Method confirmed	Date			Initials	
HOD authorise release	Date			Initials	
Confirm postage method and date	Date		Method	Initials	
Signature of data subject or agent to confirm collection				Date	