

*Please complete this form and return it to The Data Protection Team

I hereby request access to my personal data (including special category data) held at Walsall College.

Specify the information required

Confirmation of Student status:

This information is required for confirmation of my student status to:

Jobcentre Council Tax Income Support Employment Child Benefit

Housing Benefit Home Office Tax Credits

Bank For Bank requests please give bank name, and location of the branch:

Tutor Reference Tutors Name: _____

Other (please specify) _____

Please complete using block capitals

Student Number (if applicable): _____

Name (please print): _____

Signature: _____

Date of Birth: _____

Address: _____

E-mail Address: _____

Date: _____

I would like to receive this information by:

Email Post In person

I consent to Walsall College sending a copy of this information to the relevant Government Department, Agency or Employer in relation to my student study and for the purpose(s) indicated above.

To request a copy of this document in an alternative format such as large print, please contact 01922 657014.

The Data Protection Team aim to complete your request within 5 working days. Under Data Protection Legislation the College has a maximum of 1 month to respond to a valid request. We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws.

Records of this request will be held for 3 months.

You have provided us with your consent to process your data, for the purpose of supporting your study and career development. You have the right to withdraw your consent at any time. In order to do so you should contact us by emailing: dataprotection@walsallcollege.ac.uk.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern. You can do this by contacting our Data Protection Officer on 01922 657000 or alternatively contact the Information Commissioners Office at <https://ico.org.uk/concerns/>.

Office use only

ID seen:

Student ID Card

Other please specify: _____