

SUBJECT ACCESS REQUEST PROCEDURE

All users¹ (including SET members) have a right under the Act to access certain personal data being kept about them by the Foundation either on computer or in certain files. Any person who wishes to exercise this right should complete the Subject Access Request Form (attached) and submit it to the Designated Data Controller. The Foundation will make a charge of £10 on each occasion that access is requested, although it has discretion to waive this.

The Foundation will comply with requests for access to personal information as quickly as is practicable, but will ensure that the information is provided within 40 days, as required by the Act.

If you wish to gain access to the personal data that we hold about you as an individual, please complete the attached form and send it to the address on the form.

You must also provide copies of at least two documents to prove your identity. These could include your passport, driving licence or any other official document showing your name and address. If you are applying on behalf of someone else, you must send us a copy of the documents for you both.

To cover the cost of administration, we charge £10 for each request which should be enclosed with your identification documents.

Please note that all correspondence must be made by written letter or e-mail. We cannot give personal information over the telephone. However, you may if you wish make an appointment to visit the Foundation's offices and meet a relevant member of staff. We can make this appointment as soon as the data has been gathered and at a convenient time for us both.

What happens next

When we have received your request form and the correct documents, we will consider your request and ask all departments concerned to gather any data they have about you. At this point we will acknowledge your request and advise you the latest date by which we aim to provide this information. When we have collated the data, we will send you a copy of your details by post. You may at any time ask for a face-to-face meeting, but unless there are exceptional circumstances we will arrange only one meeting for each subject access request.

Terms and conditions

We, the Education and Training Foundation, promise to:

- provide the information requested promptly (within the limits defined under the 1998 Data Protection Act)

¹ Foundation staff should approach HR if they would like to access their personal data the organisation holds.

- ensure that the information provided is complete and accurate
- correct any errors in its information as and when notified
- provide reasons why we hold the information
- provide details of the source of the information
- provide details of the people or organisations that might receive the information

We have the right to withhold information if:

- the information is being used to investigate crime or detect fraud
- the information was given as a confidential reference by the Education and Training Foundation
- the information is used for forecasting or planning resources and may affect future staffing levels
- the information could affect contract negotiations
- the information cannot legally be disclosed because it is 'professionally privileged' (for example, some Social Work records may fall under this category)
- disclosure of information would in our opinion cause harm or distress to the person concerned (the 'data subject') or others closely associated with him or her

Means of Appeal

If you are unhappy with the results of the subject access request, you may contact the Information Commissioner for advice or to request arbitration. Contact: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 or 01625 545700.

Subject Access Request Form

Application for access to your personal data held by the Education and Training Foundation (ETF)

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to any personal information that the ETF holds about you (your 'personal data').

If you wish to make a Subject Access Request, please complete this form and follow the instructions regarding the provision of a £10 fee, proof of identity and details of how to return the form to: **The Designated Data Controller, Education and Training Foundation, 157-197 Buckingham Palace Road, London SW1W 9SP**

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to ETF. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to ETF.

The term "data subject" refers to the person about whom the information is being requested

Section 1 –Details of the data subject

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr Other <input type="checkbox"/> (please state).....
First Name	
Family Name	
Date of Birth (dd/mm/yyyy)	

Current Address (must NOT be a PO box address)	
Telephone number	
Email address	

Section 2 - Are you the data subject?

<input type="checkbox"/> Yes If you are the data subject, please go to Section 4	<input type="checkbox"/> No If you are acting on behalf of the data subject, please go to Section 3
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Section 3a Details of the person requesting the information (if different to Section 1)

Title (please tick one)		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr Other <input type="checkbox"/> (please state).....
First Name		
Family Name		
Company (if applicable)		
Address (must NOT be a PO box address)		
Telephone number		
Email address		

Section 3b – Relationship with data subject.

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 3c – Authority to release information

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject’s signature below, or provide a separate note of authority. This must be an original signature, not a copy (tip: using blue ink often helps verification).

If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.

Signature of Data Subject:

Date:

.....

.....

Section 4 – Proof of Identity

In order to prove the data subject’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.

In addition, if you are acting on the data subject’s behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.

List A (one from below)

Passport/Travel Document
 Photo driving licence
 National Identity Card

List B (plus one from below)

A letter sent to you by the ETF
 Utility bill showing current home address
 Bank statement or Building Society Book

Section 5 – Details of the data required

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

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Are there any specific dates you require this information to relate to? Please state:

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Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that ETF may need to obtain further information from me/my representative in order to comply with this request.

I enclose a cheque/postal order (delete as applicable) for £10 **made payable to the Education and Training Foundation.**

Signature of Data Subject/Representative:.....Date:.....

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service. This is voluntary; you don't have to provide any reason and it will have no bearing on the processing of your subject access request.