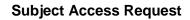
## Your Information





1. Details of the person requesting the information		
Full name		
Address		
Telephone .()		
Email		
Student Reference/Staff Payroll		
College/Department of Study / Employment		
Dates of Study / Employment FROM TO		
<ul> <li>Are you requesting Your Information         If you are requesting Your Information please supply evidence of your identity, e.g.         College Card, photocard driving licence, passport, other official document. Do not send originals.     </li> </ul>		
Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4).		
3. Details of the Data Subject (if different to 1)		
Full name		
Address		
Telephone .()		
Email		
Student Reference/Staff Payroll		
College/Department of Study / Employment		
Dates of Study / Employment FROM TO		
4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:		
E If you wish to see only cortain specific decument(s) for example a particular		
5. If you wish to see only certain specific document(s), for example a particular examination report, a specific department file, etc, please describe these below:		

6. If you require a more general search please note that the College will normally search the following sections for personal data:  For Students:		
Student Enquiries, Admissions, Student Records, Information Systems and any academic faculty that you have studied with.  For Staff:		
Human Resources, Information Systems and any faculty/unit where you have worked.		
Please tick below any College or Unit with which you have been in contact, and which you would like to be searched for personal data.		
College	Corporate Units	
<ul> <li>□ Centre for Housing Studies</li> <li>□ Cornwall College Camborne</li> <li>□ Cornwall College Newquay</li> <li>□ Cornwall College Saltash</li> <li>□ Cornwall College St Austell</li> <li>□ Duchy College Roseware</li> <li>□ Duchy College Stoke Climsland</li> <li>□ Falmouth Marine School</li> <li>□ School of Education and Training</li> </ul>	□ Corporate HQ □ Quality and Standards □ Marketing □ Finance □ Student Records □ Information Technology Services □ Learning Services □ Project Services	
Other(s) Please specify below:		
If CCTV search wanted please specify date(s) time(s) and location (please note CCTV only kept for a maximum of 28 days).		
Declaration		
I, certify that the information given on this application form to Cornwall College is true. I understand that it is necessary for the College to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the information I have requested.		
Signed	Date	
Please return the complete form to: Information Manager, Cornwall College Camborne, Trevenson Road, Pool, Redruth. TR15 3RD.		
<ul> <li>Evidence of your identity</li> <li>Evidence of the data subject's identity(if different from above).</li> <li>Evidence of the data subject's consent to disclosure to a third party (if required)</li> <li>A fee of £10 (cheques to be made payable to Cornwall College)</li> </ul>		
Information Manager Use Only		
Date request received: Date completed:		
Notes		