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| **Request for Personal Data**  **under the Data Protection Act** |  |

1. **YOUR DETAILS**

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| --- | --- |
| **Surname:** | **Forename(s):** |
| **Former surname(s) (where relevant):** | |
| **Postal address:** | |
| **Daytime telephone:** | **Email:** |
| **Preferred method of receiving your personal data (method used may depend on quantity/file size):**  **Email Post** | |
| **Date of birth (for identification purposes only):** | |
| **Please indicate your relationship with TRINITY LABAN:**  **Current student Current staff Other (please specify below): Former student Former staff** | |
| **If current/former student or staff member, please give department(s) and dates:** | |
| **If current student, please give student ID number:** | |

1. **DATA REQUESTED**

Please describe the data which you are seeking as precisely as you can. Continue on a separate sheet if necessary:

1. **SIGNATURE**

**I certify that I am the person named on this form and that I wish to be provided with the data which I have specified relating to myself under the Data Protection Act 1998. I will not publish any data which is supplied to me without prior permission from TRINITY LABAN or the copyright owner (if copyright is not owned by TRINITY LABAN), except where permitted by law.**

**Name or Signature:**

**Date:**

1. **PROOF OF IDENTITY**

Please supply a photocopy (not originals) or scan/digital image (if sending by email) of one of the following (if you cannot supply any of these items, please contact TRINITY LABAN's Information Compliance Manager):

* + **Your current TRINITY LABAN student ID or staff ID.**
  + **The pages which identify you in your passport.**
  + **Your driver’s licence.**

Please send your form and proof of identity to: [j.peel@trinitylaban.ac.uk](mailto:j.peel@trinitylaban.ac.uk%20) or

Director of Operations and Business Enterprise

Trinity Laban Conservatoire of Music and Dance

King Charles Court

Old Royal Naval College

GREENWICH

London SE10 9JF UNITED KINGDOM

Further information about how your request will be handled is available on the TRINITY LABAN website at <http://www.trinitylaban.ac.uk.>

1. **DATE PROTECTION STATEMENT**

The data gathered in this form will be used to process your request for personal data under the Data Protection Act. It will be held by TRINITY LABAN's Data Protection Officer, and may be transferred to other parts of TRINITY LABAN for the purposes of verifying your identity or processing your request for data. The data will be held for six years from the date when we respond to your request, unless your request forms part of an ongoing case, in which case the data will be kept for as long as necessary.

STAFF USE ONLY

Case reference number: Date form received: Date ID received: