

# NEWNHAM COLLEGE

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## Making a Subject Access Request to Newnham College, Cambridge

The General Data Protection Regulation (GDPR) gives the data subject (“you” and “your”), the right to receive a copy of the data/information held by Newnham College (“we” and “our”) about you. You may also authorise someone to act on your behalf. We encourage you to complete this form in order to make your request to ensure you send us all the information we need to complete your request. You may send us a letter or email if you prefer.

### Section 1

Please fill in your details. If you are not the data subject and are applying on behalf of someone else, please fill in the details of the data subject and not your own.

Title	
Surname	
First name(s)	
Name(s) you have previously been known under	
Date of birth	
Current address	
Previous address(es)	
Day time phone number	
Email address	

Please provide a description of your request, and any further information which will enable us to locate your personal data (please expand the box or continue on a separate page if necessary).

Please note that the College will need to verify your identity before supplying any personal data. The following are accepted as proof of identity:  
 Birth certificate       Photocard driving licence       Passport   
 An official letter to my address   
 Please tick which you are able to supply.

If none of these are available please contact Newnham College for advice.

**Section 2**

Please complete this section if you are applying on behalf of someone else (i.e. the data subject)

Title	
Surname	
First name(s)	
Date of birth	
Current address	
Day time phone number	
Email address	

Please note that the College will need to verify your identity (as well as that of that data subject ) before supplying any personal data. The following are accepted as proof of identity:  
 Birth certificate       Photocard driving licence       Passport   
 An official letter to my address   
 Please tick which you are able to supply.

If none of these are available please contact Newnham College for advice.

What is your relationship to the data subject (e.g. parent, carer, legal representative)

I enclose the following as proof of legal authorisation to act on behalf of the data subject:  
 Letter of authority       Lasting or enduring power of attorney   
 Evident of parental responsibility        Other

<b>Data Subject Declaration</b>	
I certify that the information provided on this form is, to the best of my knowledge, correct, and that I am the person to whom it relates. I understand that Newnham College is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information in order to comply with this Subject Access Request.	
Name	
Signature	
Date	
OR	
<b>Authorised Person Declaration (if applicable)</b>	
I confirm that I am legally authorised to act on behalf of the data subject. I understand that Newnham is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information in order to comply with this Subject Access Request.	
Name	
Signature	
Date	

Completed forms and your proof of identity should be returned to [data-protection@newn.cam.ac.uk](mailto:data-protection@newn.cam.ac.uk) or the Bursar, Newnham College, Sidgwick Avenue, Cambridge, CB3 9DF, UK.

**Please note,** CCTV footage is only retained by the College for 30 days. You are advised to contact the Head Porter as soon as possible if you would like access to CCTV images. See [Policies and Procedures: Staff](#) for the College's CCTV policy.

Form updated: January 2021