

# Data Access Request

August 2023

Version 6



## Data Access Request – Data Protection Act 1998

You may make a Subject Data Access Request without the use of this form. All Data requests will be acknowledged (either in writing or via email) within 14 days of receipt. However, if you are able to complete this form to accompany your request, the information requested assists us to provide a quick, relevant and accurate response to your information or data enquiry.

### Part 1 – About you

<b>Title</b> <i>(Mr./Mrs./Miss/Ms/Other)</i>	
<b>Forename(s)</b>	
<b>Last name</b>	
<b>Current Address</b>	
<b>Telephone number</b> <i>(If you are happy to be contacted by phone)</i>	
<b>Email address</b> <i>(If applicable)</i>	
<b>Relationship to VTCT</b> <i>(If any - e.g. learner/tutor/employee/customer/none. If learner provide Lifetime registration number if known)</i>	
<b>Description of your request</b> <i>(Please feel free to add any further information which will enable us to locate your personal or other relevant data or information)</i>	



## Part 2 – Proof of Identity

VTCT is required to satisfy itself as to the identity of the person making the request. To speed up the processing of your request, we would ask you to supply any relevant information as detailed below, also any additional details which you feel may assist us in establishing your right to the data requested.

<p><b>Date(s) of study/activity with VTCT</b> (Please provide your VTCT Lifetime registration number if this is known to you where applicable)</p>	
<p><b>Place(s) of study/activity with VTCT</b> (e.g. college, private provider, or other place of study)</p>	
<p><b>Qualifications relevant to study/activity with VTCT</b> (If applicable)</p>	
<p><b>Name(s) at time of study/activity with VTCT</b></p> <p><i>Note: In the event of a formal name change during or subsequent to your period of study/activity with VTCT, formal evidence confirming this will be required as part of your data request.</i></p>	
<p><b>Please list any additional details or documents supplied with this form in support of your data request</b></p> <p><i>(VTCT reserves the right to request additional information in support if it is unable to satisfy itself as to your identity, you will be advised in writing and/or via email if this is required)</i></p>	



### **Part 3 – Authority**

This form, or any other data request, may be submitted electronically but any additional evidence in support of your data request, should be sent to:

The Data Protection Officer  
VTCT  
Aspire House  
Annealing Close  
Eastleigh  
Hampshire  
SO50 9PX  
United Kingdom

Alternatively, an email may be sent with/without this form to [dpo@vtct.org.uk](mailto:dpo@vtct.org.uk)



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
V5	Chief Financial Officer	14/03/2019	Format and branding	Compliance Manager
V6	Head of IT	02/08/2023	New logos	Head of IT

Document Review

Role	Review Status
Chief Financial Officer	Reviewed

Document Owner

Document Owner	Document shared with
Head of IT	Chief Financial Officer

Document Sign-off

Role	Sign-off Date
Head of IT	02/08/2023