



Sample Data Access Request Form

Data Protection Act 1988 and (Amendment) Act 2003

Request form for a copy of Personal Data

Section A

Full Name (Block letters)

Status (Delete as appropriate)

Current learner / former learner.....

Learner number.....

Current employee /former employee.....

If neither learner nor employee what relationship have you had with the CTC and when?
.....

Your Postal Address

.....
.....
.....

Your Telephone Number

Section B

I[name] wish to have access to data that the CTC has about me as outlined below:(Please state briefly what type of data / records you wish to review)

.....
.....
.....

Signed

Date

Please return this form to: