



**Glasgow  
Kelvin  
College**



### Subject Access Request Form

Please provide as much information as possible to enable Glasgow Kelvin College to respond to your Subject Access Request as fully as possible within the 30-day timescale. The 30-day timescale will commence as soon as requesters receive an acknowledgement of their request; this is normally the day after a request is received.

Please note that to avoid personal data about one individual being sent to another, we may require requesters to provide evidence, including verbal evidence, in relation to their identity.

<b>Name:</b>	
<b>Address:</b>	
<b>Contact Telephone Number(s):</b>	
<b>Email Address:</b>	
<b>Unique ID Number:</b>	
<b>Details of The Specific Information You Require e.g. Personnel File:</b>	
<b>Any Relevant Dates e.g. Academic Year:</b>	
<b>Any Other Specific Information e.g. Department the Information Is Held</b>	

<b>How Would You Like This Information to Be Provided:</b>	<input type="checkbox"/>	Electronically by email i.e. pdf format
	<input type="checkbox"/>	In hard copy format
	<input type="checkbox"/>	Direct access to data to be provided (if this service is available)
<p>Please submit this form directly online, to <a href="mailto:gdpr@glasgowkelvin.ac.uk">gdpr@glasgowkelvin.ac.uk</a> by clicking the submit button or pass a hard copy of this form to Reception staff who will send on to the Director of Estates and Corporate Services for processing. Thank you.</p>		

Subject Access Request forms are available:

On the College Intranet - <https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/gdprPrinciples.aspx>

On the College website - <https://www.glasgowkelvin.ac.uk/policies-procedures/>

At the College Reception areas.

Forms can be completed on-line and submitted directly to the College or, alternatively, requests can be made via [gdpr@glasgowkelvin.ac.uk](mailto:gdpr@glasgowkelvin.ac.uk)

### Frequently Asked Questions

*Who should Subject Access Requests be sent to for central recording and processing?*

Please send such requests to the Director of Estates and Corporate Services who can be contacted at [gdpr@glasgowkelvin.ac.uk](mailto:gdpr@glasgowkelvin.ac.uk)

*Can a Subject Access Request be made on behalf of others?*

Yes. This could be a solicitor acting on behalf of a client or simply be that an individual wants someone else to act for them. In these cases, the College needs to be satisfied that the third party making the request is entitled to act on behalf of the individual, but it is the third party's responsibility to provide evidence of this entitlement. This might be a written authority to make the request or it might be a more general power of attorney. If you think an individual may not understand what information would be disclosed to a third party who has made a Subject Access Request on their behalf, you may send the response directly to the individual rather than to the third party. The individual may then choose to share the information with the third party after having had a chance to review it.

*What if we receive a Subject Access Request for information about children*

Even if a child is too young to understand the implications of subject access rights, data about them is still their personal data and does not belong to anyone else, such as a parent or guardian. So it is the child who has a right of access to the information held about them, even though in the case of young children these rights are likely to be exercised by those with parental responsibility for them.

Before responding to a Subject Access Request for information held about a child, you should consider whether the child is mature enough to understand their rights. If you are confident that the child can understand their rights, then you should respond to the child rather than the parent.

In summary, the following needs to be considered:

- the child's level of maturity and their ability to make decisions like this, age of consent in relation to data under GDPR is 13 years old;
- the nature of the personal data;
- any court orders relating to parental access or responsibility that may apply;
- any duty of confidence owed to the child or young person;
- any consequences of allowing those with parental responsibility access to the child's or young person's information; this is particularly important if there have been allegations of abuse or ill treatment;
- any detriment to the child or young person if individuals with parental responsibility cannot access this information; and
- any views the child or young person has on whether their parents should have access to information about them.

*How do I recognise a Subject Access Request?*

If a request has been received requesting personal data then this is a Subject Access Request.

However, individuals may refer to other Acts/Regulations within their communication; this does not matter the Subject Access Request should be dealt with in the normal way.