

PURSUANT TO s.7 DATA PROTECTION ACT 1998

1. Details of the person requesting information

Full name

Address

Telephone () E-mail

Learner Number or Staff Payroll Number*

Course Title/ Sector/ employment area*

Dates of study/employment* From To

2. Are you the Data Subject?

YES If you are the Data Subject, please supply evidence of your identity e.g. ID card, photo card driving licence, passport (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).

NO Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (please complete questions 3 and 4).

3. Details of the Data Subject (if different to 1)

Full name

Address

Telephone () Fax No ()

E-mail

Learner Number or Staff Payroll Number*

Course Title/ Sector/ employment area *

Dates of study/employment* From To.....

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:

5. If you wish to see only certain specific document(s), for example, a particular examination report, a specific departmental file etc. please describe these below.

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Please note that Training 2000 Ltd reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).

Declaration

I certify that the information given on this application form to Training 2000 Ltd is true. I understand that it is necessary for Training 2000 to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed: Date:

- Documents which must accompany this application are:**
- Evidence of your identity
 - Evidence of the data subject's identity (if different from above)
 - Evidence of the data subject's consent to disclose to a third party (if required as indicated above)
 - A fee of £10.00 (cheques to be made payable to Training 2000 Ltd.) – *once the fee has been received and validity of the request checked Training 2000 Ltd will respond within 40 calendar days.*
 - A stamped addressed envelope for return of proof of identity/authority documents, if required.

*(if applicable);
Return this form to the Data Controller, Training 2000 Ltd, Furthergate Business Park, Harwood Street, Blackburn, BB1 3DB