**Reference Number: CORP\_208**

**Policy**

**Revision History**

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| --- | --- | --- | --- | --- |
| **Version** | **Last revised** | **Next review date** | **Policy Owner** | **Notes** |
| 1.0 | 2 March 2018 | 30 September 2018 | Corp Serv Manager |  |
| 1.0 | 8 May 2019 | 1 May 2020 | Contracts and Compliance Manager | Migrate to new format before next review. |
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**Your rights**

The General Data Protection Regulations ((EU) 2016/679) gives individuals the right to request and to receive a copy of any personal data that NCC Education holds about that individual. This is referred to as a Subject Access Request.

All Subject Access Requests must be made in writing to NCC Education by an individual and not by an Accredited Partner Centre. NCC Education provides a form (see Appendix 1) for such requests that is designed to collect the information needed to identify the data that you, the individual, are requesting. Complete the form in Appendix 1 and then send it, with the appropriate identification document, either to the postal address on the form, or by email to [dataprotection@nccedu.com](mailto:dataprotection@nccedu.com)   You may wish to consider the use of encryption software for scans of any identification document you are submitting electronically with your request.

In order to find the personal data you are requesting, NCC Education will require the following information:

* Your name
* Your date of birth
* Your NCC Education ID number
* The NCC Education Accredited Partner Centre at which you studied
* Proof of your identity (e.g. copy of passport or driving licence including photograph page).

This information is required to confirm that you are the individual to whom the data refers.

If you are making a request on behalf of an individual (e.g. you are a solicitor acting on your client’s behalf), you must also provide proof that you have your client’s consent to request and receive their personal data. This may be a signed form of authority from the individual.

If you are requesting specific information, it would be helpful to provide as much detail as possible (e.g. dates of study, qualification completed etc).

**What is the response time to a Subject Access Request?**

NCC Education must provide the personal data within 30 days. The 30 days starts from the date that NCC Education receives all of the information we need to confirm your identity (or the right to request a third party’s personal data) and the details of your request.

**How will the personal data be provided?**

NCC Education will provide you with a permanent copy of any personal data held about you. It can be sent electronically or by post/courier, depending on the preference you have selected on the Subject Access Request form.

If you need clarification about the information you have received or believe there are omissions in the data that you expected to receive, you should contact [dataprotection@nccedu.com](mailto:dataprotection@nccedu.com) NCC Education will then look again at the information held to see if any new information can be sourced with the extra detail provided by you.

**APPENDIX 1**

The General Data Protection Regulations ((EU) 2016/679) provides you, the data subject, with a right to receive a copy of the data/information NCC Education holds about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

**Proof of identity:**

NCC Education requires proof of your identity before we can disclose personal data. Proof of your identity should include a copy of a document such as your birth certificate, passport, driving licence etc. The document should include your name and date of birth. If you have changed your name, please supply relevant documents evidencing the change.

**Section 1 – please write your name in CAPITAL letters**

|  |
| --- |
| **Title:** Mr Mrs Ms Miss Other |
| **Surname/ Family Name:** |
| **First Name(s)/Forenames:** |
| **NCC Education ID number:** |
| **Date of Birth:** |
| **Address:** |
| **Email address:** |
| **Telephone number:** |
| **Name of NCC Education Accredited Partner Centre where studied:** |

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| Personal Information - please tell us if you know how the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.  If you wish to see only certain specific information about yourself, please describe this below in as much detail as possible, providing identifying information including dates |
| **Details:** |

|  |  |
| --- | --- |
| **Data Subject Declaration:**  I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that NCC Education is obliged to confirm proof of identity and it may be necessary to obtain further information in order to comply with this subject access request. | |
| **Name:** | |
| **Signature:** | **Date:** |

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution

I wish to:

Receive the information in electronic format OR Receive the information by post\* *(delete one of the options)*

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

**Please send your completed form and proof of identity to:**

NCC Education – Data Protection

The Towers

Towers Business Park

Wilmslow Road

Didsbury

Manchester M20 2EZ

England, UK

Email [dataprotection@nccedu.com](mailto:dataprotection@nccedu.com)

**Section 2**

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

|  |
| --- |
| **Title:** Mr Mrs Ms Miss Other |
| **Surname/ Family Name:** |
| **First Name(s)/Forenames:** |
| **Date of Birth:** |
| **Address:** |
| **Email address:** |
| **Telephone number:** |
| **What is your relationship to the data subject?** (e.g. parent, carer, legal representative) |

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject – please tick which option is applicable:

|  |  |
| --- | --- |
| Letter of authority |  |
| Lasting or Enduring Power of Attorney |  |
| Evidence of parental responsibility |  |
| Other *(give details)* |  |

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| --- | --- |
| **Authorised person – Declaration (if applicable):**  I confirm that I am legally authorised to act on behalf of the data subject. I understand that NCC Education is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. | |
| **Name:** | |
| **Signature:** | **Date:** |

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution