**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**SUBJECT ACCESS REQUEST FORM**

The following information is needed to help us give a quick and accurate response to your request. Please complete the information below and return the form by post or email to the RBAI Foundation Director, RBAI, College Square East, Belfast BT1 6DL or emailing [p.anderson@rbai.org.uk](mailto:p.anderson@rbai.org.uk)

**THE DATA REQUEST**

Please give below details of the person that the information is being requested for

|  |  |
| --- | --- |
| Title: |  |
| Last Name: |  |
| Forename(s): |  |
| -Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to the School (if any ) |  |

|  |
| --- |
| Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary). |

**PROOF OF IDENTITY**

Data protection legislation requires the School to be satisfied as to the identity of the person making the request. Please send a photocopy of one form of identification containing a photograph (e.g. Passport, Photocard Driving Licence) with this request. If the supply of this documentation is problematic, please contact us to discuss alternative proof of identity arrangements. If the School is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

**DECLARATION**

I am the Data Subject named above, and hereby request, that the RBAI provides me with copies of my personal data as described.

Signature: ……………………………………………………………………………………..

Date: ………………………………………………………..............................