

# **IQSA Data Subject Access Request Form**

## **Residents Application Form**

Under the provisions of the General Data Protection Regulations, individuals whose personal data are held by organisations are entitled to have the right to access their personal data and where appropriate any supplementary information. Individuals also have the right to be aware of and verify the lawfulness of the processing of their personal data.

This form allows you to ask us to provide you with copies of the information we hold about you.

Before we release any data to you we need to establish your identity and you will be required to supply suitable documentation.

If a third party submits this application form on your behalf we will need in addition to documents proving your identity, your written authority to release your data to somebody else and copies of similar documentation for the third party.

Acceptable documents are:

- Passport (Photo ID)
- Driving licence (Photo ID)
- Birth certificate
- Current vehicle registration document
- Bank statement (from last 3 months)
- University Student Card (Photo ID)
- Utility bill (from last 3 months) (Third Party Applications)

Any copy documents you or your nominated third party submit in response to this request will be destroyed once we have established your identity.

No fee will be charged for your request unless your request is considered manifestly unfounded or excessive or is the same as or almost identical to a previous request to which we have responded. In that instance we will write to you and tell you what charges you will be required to pay.

In such circumstances we may refuse to respond in which case you will have the opportunity to formally complain to the Information Commissioners Office

Please complete the details below and e-mail it and your identity documents to [DPO@iqstudent.com](mailto:DPO@iqstudent.com).

You may also send this request to us by post. You should address your envelope to Data Protection Officer, IQSA Services Limited, 7<sup>th</sup> Floor East, Cottons Centre, Cottons Lane, London, SE1 2QG.

We will respond to your request no later than 1 month from the date your request is received by us. If we are not able to gather all the data you have requested by that date or your request is complex we will contact you before the end of that initial period and explain to you why this is and when you can reasonably expect to receive the data you have requested.

## Data Subject Details

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>IQ or Student Reference Number if Known</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					
<b>Date of birth</b>					
<b>Details of identification provided to confirm name of data subject (See note above):</b>					
<b>Details of data requested. Please be specific or state ALL. Continue on separate sheet or provide details outside this form if necessary</b>					

## Details of person requesting the data if not the Data Subject

<b>Are you acting on behalf of the data subject with their <i>[written]</i> or other legal authority?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)</b>	
<b>Please enclose proof that you are legally authorised to obtain this information and supporting Identify documents.</b>	

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					

## Declaration

I, ....., the undersigned and the person above, hereby request that IQSA Services Limited provide me with the data about me identified above.

Signature:

Date:

## Third Party Signature

I, ....., the undersigned, hereby request that IQSA Services Limited provide me with the data about the data subject identified above.

Signature:

Date:

Send this form by e-mail to [dpo@iqstudent.com](mailto:dpo@iqstudent.com) or post to IQSA Services Limited, 7<sup>th</sup> Floor East, Cottons Centre, Cottons Lane, London, SE1 2QG.

<b>Office Use only</b>	
Date Form Received	
Received by	
IQSA Designated Officer	
Date of Response	