

# DATA SUBJECT ACCESS REQUEST FORM (GDPR)

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data held by Marshall Skills Academy, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

We require that you submit this request in writing via postal mail to: -

The Data Privacy Manager  
Marshall ADG  
Airport House  
Newmarket Rd  
Cambridge  
CB5 8RX

Or via email to [DataPrivacyManager@MarshallADG.com](mailto:DataPrivacyManager@MarshallADG.com)

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Make a complaint with the local data protection authority.

For more information on your rights under the GDPR, see Marshall Skills Academy's Privacy Notice.

## Requester Name (Data Subject) and Contact Information

**Please provide the data subject’s information in the space provided below. [If you are making this request on the data subject’s behalf, you should provide your name and contact information in Section III.]**

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

<b>First and last name: Any other names that you have been known by (including nicknames):</b>	
<b>Home address:</b>	
<b>Date of birth:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>If you are a current or former employee of Marshall Skills Academy or one of Marshall of Cambridge (Holdings) Limited, subsidiary Companies please provide your employee identification number and your approximate dates of employment:</b>	
<b>Please provide other unique identifiers or related information to help us locate your personal data (for example, government identification number or customer account number):</b>	

## Proof of Data Subject's Identity

We require proof of your identity before we can respond to your access request.

To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: [passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. Please also attach a utility bill showing your current address and dated within the last three months. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact the Data Privacy Manager on 01223 373206 or [DataPrivacyManager@MarshallADG.com](mailto:DataPrivacyManager@MarshallADG.com) for advice on other acceptable forms of identification

**We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.]**