

# Royal College of Music Subject Access Request Form

- Please return the completed form to Deputy Registry Manager
- A fee of £10 is charged for processing of subject access requests, which must be paid in advance

<p><b>1. Details of the person requesting the information.</b></p> <p>Full name .....</p> <p>Address .....</p> <p>.....</p> <p>Telephone number ..... Mobile Number .....</p> <p>Email .....</p>
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<p><b>2. Are you the Data Subject?</b></p> <p><u>YES</u> if you are the Data Subject please supply evidence of your identity, eg passport, RCM student card, driving licence, birth certificate and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).</p> <p><u>No</u> 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)</p>
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<p><b>3. Details of the Data Subject (if different to 1.)</b></p> <p>Full name .....</p> <p>Address .....</p> <p>.....</p> <p>Telephone number ..... Mobile Number .....</p> <p>Email .....</p>
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<p><b>4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.</b></p> <p>.....</p> <p>.....</p>
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5. Please tick below any areas/departments that you have been in contact with which you would like to be searched for relevant data.

Areas	Search	Section	Search
Finance		Student Services	
Performance Management		Registry	
College Hall		Alumni	
Secretariat		Woodhouse Centre	
Estates and facilities (*)		Head of Programmes	
Deputy Director		Head of Faculty	
Director of Artistic Policy		Human Resources	
Director		Junior Department	

Other(s) Please specify below:

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NB The Students' Association is regarded as a separate legal body and any access requests relating to data held by them should be addressed to the SA President.

(\*) if CCTV search wanted please specify date(s) time(s) and location

**Declaration**

I ....., certify that the information given on this application form to the Royal College of Music is true. I understand that it is necessary for the College 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 .....

**Please return the completed form to Deputy Registry Manager.**

Documents which *must* accompany this application are:

- i evidence of your identify
- ii evidence of the Data Subject's identity (if different from above)
- iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- iv fee of £10 (cheques to be made payable to Royal College of Music)
- v stamped addressed envelope for return of proof of identity/authority documents, where appropriate