



The General Data Protection Regulation (GDPR) gives the data subject (“you” and “your”), the right to receive a copy of the data/information held by St. Catharine’s College (“we” and “our”) about you. You may also authorise someone to act on your behalf. We encourage you to complete this form in order to make your request in order to ensure you send us all the information we need to complete your request. You may send us a letter or email if you prefer.

**Section 1**

Please fill in your details. If you are not the data subject and are applying on behalf of someone else, please fill in the details of the data subject and not your own.

Title	
Surname	
First name(s)	
Name(s) you have previously been known under	
Date of birth	
Current address	
Previous address(es)	
Day time phone number	
Email address	

Please provide a description of your request, and any further information which will enable us to locate your personal data (please expand the box or continue on a separate page if necessary).

I enclose the following as proof of identity:	
Birth certificate <input type="checkbox"/>	Photocard driving licence <input type="checkbox"/> Passport <input type="checkbox"/>
An official letter to my address <input type="checkbox"/>	
If none of these are available please contact St. Catharine's College for advice.	

**Section 2**

Please complete this section if you are applying on behalf of someone else (i.e. the data subject)

Title	
Surname	
First name(s)	
Date of birth	
Current address	
Day time phone number	
Email address	

I enclose the following as proof of identity:	
Birth certificate <input type="checkbox"/>	Photocard driving licence <input type="checkbox"/> Passport <input type="checkbox"/>
An official letter to my address <input type="checkbox"/>	
If none of these are available please contact St. Catharine's College for advice.	

What is your relationship to the data subject (e.g. parent, carer, legal representative)	
I enclose the following as proof of legal authorisation to act on behalf of the data subject:	
Letter of authority <input type="checkbox"/>	Lasting or enduring power of attorney <input type="checkbox"/>
Evident of parental responsibility <input type="checkbox"/>	Other <input type="checkbox"/>

<b>Data Subject Declaration</b>	
I certify that the information provided on this form is, to the best of my knowledge, correct, and that I am the person to whom it relates. I understand that St. Catharine's College is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information in order to comply with this Subject Access Request.	
Name	
Signature	
Date	

OR	
<b>Authorised Person Declaration (if applicable)</b>	
I confirm that I am legally authorised to act on behalf of the data subject. I understand that St. Catharine's College is obliged to confirm proof of my identity/authority and it may be necessary to obtain further information in order to comply with this Subject Access Request.	
Name	
Signature	
Date	

Completed forms and your proof of identity should be returned to [data.protection@caths.cam.ac.uk](mailto:data.protection@caths.cam.ac.uk) or Archivist, St Catharine's College, University of Cambridge, Cambridge, CB2 1RL.

**Please note, CCTV footage is only retained by the College for 45 days. You are advised to contact the Head Porter or Archivist as soon as possible if you would like access to CCTV images. See <https://www.caths.cam.ac.uk/about-us/college-documents/college-policies> for the College's CCTV policy.**

The legal basis for processing your personal data is that it is a statutory requirement to fulfil the obligations of the GDPR. You may ask us to explain our rationale at any time. The College will retain your data for the purpose of managing your request and will only keep it as long as necessary and in accordance with the College's retention policy.