



## Subject Access Request

“Subject access” is the right of an individual to access personal data relating to him/her which is held by the International Bible Training College (IBTI)<sup>1</sup>. Please complete and return this form to the college Academics Manager and Data Protection Officer, directly to the office or via email [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk). Examination scripts are exempt from subject access rights.

APPLICANT DETAILS			
Name and Surname			
Position (student or Staff)			
Postal / email address*			
Home /Mobile number**			
Please write the dates: the years you started and you graduated at IBTC. (if applicable)			
*If you would like your information electronically please provide an email address. **If you do not wish for us to contact you by phone please leave blank.			
THE PERSONAL DATA YOU REQUIRE			
Please specify which personal data you would like access to by identifying any specific or types of documents. Examples are ‘Transcript’, ‘Student file’ or ‘Mentoring file’.			
<i>(please continue on additional sheets, if necessary)</i>			
Signature:		Date:	
Please provide evidence of your identity, e.g. a driving licence or passport or give a phone call personally. You will receive an answer within max. 40 days. Data protection laws allow for an extension of up to 2 months for responding to very complex requests. We may also refuse requests that are deemed manifestly unfounded or excessive and reserve the right to charge a fee. In such cases the reason for refusal, delay, or any fees payable will be explained in writing.			

<sup>1</sup> International Bible Training College (IBTC) in all the following text referred to as IBTC. The college’s trading name is IBTI.

