

## SUBJECT ACCESS REQUEST FORM

Could you please use this form to help us to give a timely and accurate response to your subject access request under Article 15 of the General Data Protection Regulation. Please complete the table below and return the form by post to the address underneath or by email to [ecs-admin@eng.cam.ac.uk](mailto:ecs-admin@eng.cam.ac.uk)

Date	
Title (Mr, Mrs, Miss, Dr, etc)	
Surname	
Forename(s)	
Address	
Email address	
Preferred response format (post or email)	
Other name(s) by which you have been known (if applicable)	
Relationship to IfM ECS/ideaSpace	
Proofs of ID enclosed/attached – send a photocopy/scan of one form of Photo ID and one Proof of Address (please see below)	
Description of your request, including information to help us locate the personal data you seek	

We accept the following forms of identification (\*These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

### One Photo ID:

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- EEA National Identity Card

### One Proof of Address:

- State Benefits Entitlement Document\*
- State Pension Entitlement Document\*
- HMRC Tax Credit Document\*
- Local Authority Benefit Document\*
- State/Local Authority Educational Grant Document\*
- HMRC Tax Notification Document\*
- Financial Statement issued by bank, building society or credit card company+
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement\*
- Most recent Council Tax Bill/Demand or Statement\*
- Current Council Tenancy Agreement\*
- Building Society Passbook which shows a transaction in the last 3 months and your address+