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**SUBJECT ACCESS REQUEST FORM**

Please use this form to help us 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 by email to [ifm-engage@eng.cam.ac.uk](mailto:ifm-engage@eng.cam.ac.uk), with the subject header ‘Data Protection Access Request’

|  |  |
| --- | --- |
| 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 Engage |  |
| 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 | [Example: Emails between "A" and "B" from 1 May 2017 to 6 September 2017.] |

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):

Alternatively, please write to:

Chief Finance Officer, IfM Engage Ltd.

Data Subject Access Request  
17 Charles Babbage Road

Cambridge CB3 0FS

Please allow a maximum of one month for a reply.

**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+