

EKC Group
 Ramsgate Road
 Broadstairs
 Kent CT10 1PN
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 Email: DPO@eastkent.ac.uk



LAW ENFORCEMENT* REQUEST FOR THE PERSONAL DATA OF A DATA SUBJECT

Using this form will help us to give a timely and accurate response to your request. Please complete the form and return it by post or email to the department you are requesting the information from. If you are not sure about which department to contact, please send the completed form to DPO@eastkent.ac.uk

Date	
Name of the organisation which requires the data	
Title	
Surname	
Forename(s)	
Postal address	
Email address	
Contact telephone number	
Preferred response format (post, email)	
Proof of ID enclosed/attached (please send a photocopy/scan of one form of photo ID)	
Description of your request, including information to help us locate the personal data you require.	
Please state the Data Subject's name and date of birth	
Please give a legitimate reason for requesting the data.	

*Police, Government Security Services, HMRC, Magistrate's/Crown court etc.

Please note:

- We will process your request within 1 month.
- We may contact you to ask you for further information or clarification so that we can meet your request in full.
- If you are unable to provide us with any further information or clarification that we ask for, we will not be able to process your request within the timeline. We reserve the right not to submit the Data Subject's data to you if no legitimate reason is provided.