

**L A I N E**  
THEATRE ARTS

SUBJECT ACCESS REQUEST  
POLICY  
2023

# SUBJECT ACCESS REQUEST POLICY

## DATA SUBJECTS

Laine Theatre Arts Limited (the College), is registered with the Information Commissioners Office under number : Z5943594. We collect, hold, and processes personal data about our students, staff and occasional third parties, who, in this context, are known as 'data subjects'. All data subjects have a legal right, under UK Data Protection Legislation (including the respective Data Protection Acts and UK GDPR and any successor legislation) to know about the College's use of their personal data as follows

1. Confirmation that personal data is being processed by the College
2. Access to personal data
3. How the College uses their personal data and why
4. Details of any sharing or transfer of personal data
5. How long personal data is held
6. Details of a subject's rights under UK Data Protection Legislation including, but not limited to, their right to withdraw consent to the college's use of their personal data at any time and/or to object to the college's processing of it.

## FEES

No fee is payable to access personal data under normal circumstances. The College reserves the right, however, to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative costs incurred by the College in responding to a data subject's requests.

After receiving a subject access request, the College may request additional supporting information and/or proof of identity in order to safeguard privacy and personal data.

The College will respond to all subject access requests within one month of receipt and will aim to provide all required information to the subject within the same period. If the college requires further proof of ID, or if a subject's request is unusually complicated, the college may require more time and will inform the data subject accordingly.

If a subject access request is made on someone else's behalf, the subject must contact

**Sarah Carroll [sarahcarroll@laine-theatre-arts.co.uk](mailto:sarahcarroll@laine-theatre-arts.co.uk)**  
**The Data Protection Officer**  
**Laine Theatre Arts.**  
**29 East Street**  
**Epsom**  
**KT17 1HH**  
**[thedataprotectionofficer@laine-theatre-arts.co.uk](mailto:thedataprotectionofficer@laine-theatre-arts.co.uk)**  
**Tel: 01372 724648**

before a request is made.

**Please see Subject Access Request form below.**

## SUBJECT ACCESS REQUEST FORM

### Your Details:

TITLE:	
FORENAME/S	
SURNAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	

### Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request in accordance with Data Protection Legislation of England and Wales for personal data collected, processed, and held about you by us that you are entitled to receive.

### Declaration

By signing below, you confirm that you are the data subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify Laine Theatre Arts for all losses and expenses incurred if you are not. The College is unable to accept requests in respect of your personal data from anyone else, including members of the subject's family.

### Related Policy:

Data Protection policy

Policy reviewed September 2023 . Date of next review September 2024 .