



Subject Access Request (SAR) Form

CIFA Education Ltd – UK GDPR Compliance

1. Your Details

Full Name:

Address:

Postcode:

Email:

Phone Number:

Relationship to CIFA Student Former Student Employee Former Employee
Other (please specify):

2. Details of Your Request

1. Please describe the personal data you are requesting access to:
Course records, payment history, email communication or other:

2. Do you require data for a specific timeframe? (If yes, please specify dates)
 Yes, from _____ to _____
 No, all relevant data
3. Please indicate the format in which you would like to receive your data:
 Email (secure PDF)
 Printed copy (by post)

3. Proof of Identity

We require **proof of identity** to protect your data before processing your request. Please provide a copy of **one** of the following:

- Passport
- Driving Licence
- Utility Bill (dated within the last 3 months)

4. Authorisation (if requesting on behalf of someone else)

If you are making this request on behalf of another individual, please provide:

Details:

Full Name of Data Subject:

Your Relationship Parent/Guardian/Legal Representative

Evidence of Authority Signed Authorisation Power of Attorney Other
Submitted (please specify):

5. Declaration

I confirm that the information provided in this request is accurate. I understand that CIFA Education Ltd may need to contact me for further details and that my request will be processed within **one month** unless an extension is required.

Signature: _____

Date: / /

6. How to Submit Your Request

Send your completed form and proof of identity via:

Email: info@cifa.ac

Post: CIFA Education Ltd, 94-96 Seymour Place, London, W1H 1NB

If you have any questions, please contact our **Compliance Officer** via email:
eze@cifa.ac

7. What Happens Next?

- We will acknowledge your request within 5 working days.
- Your data will be provided within one month, unless your request is complex, in which case we may extend the deadline by up to two months.
- If we require additional information, we will contact you.

For further details, please review our section of our GDPR Policy or contact our Compliance Officer at eze@cifa.ac