**How To Make A Subject Access Request**

1. A subject access request must be made in writing to the Director of Support Services. It is helpful if this is done by completing the Subject Access Request Form.

1. You should provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required etc)
2. You are not required to state why you wish to access the information: the details we require are merely those that will aid the efficient location and retrieval of information.
3. You must provide 2 types of identification evidence of who you are and your current address (e.g. driving licence, passport, birth certificate, a utility bill). Original copies may be requested.
4. Once the Director of Support Services receives a Subject Access Request, we are required to comply with this request within 30 days. Please note if ID evidence is not provided we cannot respond to your request.
5. Baltic Training will not release information about other individuals. Therefore if information held about you on a document also contains information related to a third party this will be redacted.
6. Requests should be submitted either by email or post

Email - [dataprotection@baltictraining.com](mailto:dataprotection@baltictraining.com)

Post - Baltic House, Hilton Road, Aycliffe Business Park, Newton Aycliffe, Co Durham DL5 6EN