

# Subject access request form

This form is to be used by individuals who wish to request what information, if any, NEBOSH is holding or processing that relates to them.



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## Section 1: Your details

Please complete all sections to allow NEBOSH to locate your details. If you are a third party requesting information on behalf of an individual, please complete the individual's details in section 1 and your details in section 2.

Student number:

Title: Mr/Miss/Mrs/Ms/Prof/Dr (delete as appropriate)

First name:

Middle name:

Surname:

Address:

Country:

Postcode:

Date of birth:

## Contact details

Tel no:

Fax number:

E-mail:

Have you changed your address since your last contact with NEBOSH? If yes, please provide your previous address details below.

Address:

Country:

Postcode:

## Are you requesting details on behalf of another party?

NO: Please supply photocopied evidence of your identity i.e. driving licence, passport. Go to section 3.

YES: Please enclose written authority, photocopied evidence of the individual's identity and complete section 2.

**Section 2: If you are requesting information on behalf of another party please complete your details below:**

Title: Mr/Miss/Mrs/Ms/Prof/Dr (delete as appropriate)

First name:

Middle name:

Surname:

Address:

Country:

Postcode:

Contact details

Tel no:

Fax number:

E-mail:

Relationship to person named in section 1:

What information do you require?

**Section 3: What relationship do you have with NEBOSH?**

*NEBOSH will search our databases dependant on your previous relationships with NEBOSH. Please tick the qualifications that you have previously studied.*

Qualification	✓	Date achieved
National General Certificate in Occupational Health and Safety		
National Certificate in Fire Safety and Risk Management		
National Certificate in Construction Health and Safety		
National Certificate in Environmental Management		
National Certificate in the Management of Health and Well-being at Work		
International General Certificate in Occupational Health and Safety		
International Technical Certificate in Oil & Gas Operational Safety		
International Certificate in Construction Health & Safety		
International Certificate in Fire Safety and Management		
Health, Safety & Environment for the Process Industries		

Qualification	✓	Date achieved
Environmental Awareness at Work		
Award in Health and Safety at Work		
COGENT		
Alstom		
National Diploma in Occupational Health & Safety		
International Diploma in Occupational Health & Safety		
National Diploma in Environmental Management		
DECCM		
Diploma Part 1		
Diploma Part 2		
Previous Diploma		

Are you a previous employee? Yes  No

If yes, please select date of employment:

from / /  to / /

Have you had any other contact with NEBOSH? If yes please provide a brief description i.e. Course Provider, Examiner, etc.

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**Section 4: Declaration**

I ....., certify that the information given on this application form to NEBOSH is true. I understand that it is necessary for NEBOSH to confirm my/data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed ..... Date: .....

**Checklist**

**Have you enclosed?**

Evidence of your identity i.e. passport, driving licence

Evidence of the data subject's consent and identity to disclose to a third party

Stamped addressed envelope for return of proof of identity/authority documents, where appropriate

### Application notes

1. All sections of this form must be completed in full (unless otherwise noted within the form).
2. You may only use one form per subject access request. This form may be photocopied if more applications are needed.
3. Completed forms should be sent to Customer Services Department, NEBOSH, Dominus Way, Meridian Business Park, Leicester, LE19 1QW or emailed to [info@nebosh.org.uk](mailto:info@nebosh.org.uk)
4. Please allow **30 Calendar Days** for the processing of the subject access request.