



## Data Subject Access Request Form

The following information is needed to help us respond to your inquiry. Please complete the information below and return the form by post or email to: [info@tyndale-europe.edu](mailto:info@tyndale-europe.edu).

### Part 1 Your request

Title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	
Other name by which you have been known, if applicable:	
Relationship to the Seminary:	
Dates at the Seminary:	

Please provide a detailed description of your request, and any further information which will enable us to locate your personal data (continue on the other side if necessary). The type of information you are interested in, e.g. student transcript.

Tyndale Theological Seminary  
Egelantierstraat 1  
1171 JM Badhoevedorp  
The Netherlands  
Tel: +31 (0) 20 659 6455  
Email: [info@tyndale-europe.edu](mailto:info@tyndale-europe.edu)

**Part 2 Proof of identity**

The EU Data Protection Law requires the Seminary to satisfy itself as to the identity of the person making the request. Please send a photocopy of one form of identification containing a photograph (e.g. Tyndale ID Card, Passport, Driver’s License with a picture) to [info@tyndale-europe.edu](mailto:info@tyndale-europe.edu) or via the post to the address below. If your ability to provide this documentation is prohibitive please contact us to discuss alternative proof of identity arrangements. If the Seminary is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

**Part 3 Fee**

The EU Data Protection Law states that a fee may not be charged in most instances. There are exceptions if the request is either “manifestly unfounded or excessive, in particular because of their repetitive character” (Article 12(5)) or if the request is for additional copies of information already supplied. In such cases, the fee assessed will be the reasonable administrative costs of providing the information. Should a fee be required, you will be notified.

**Part 4 Means of conveying the data to you, please check one:**

\_\_\_\_\_ Paper copy mailed to the address given above.

\_\_\_\_\_ Commonly used electronic format emailed to the email address given above.

**Part 4 Declaration**

I am the Data Subject named in Part 1 of this document, and hereby request, under the provisions of the EU General Data Protection Regulation 2018, that Tyndale Theological Seminary provides me with copies of my personal data as described in Part 1.

I have provided my proof of identity.

Signature: .....

Date: .....