

# Subject Access Request Form

## Data Protection Act

The Data Protection Act provides you, the data subject, with a right to request a copy of the personal data we hold about you. Please complete this form if you wish to access your data. Once we have received your request we will have 40 days in which to process it. If the information you are requesting about yourself contains details of another person or third party we may have to gain their consent before disclosing the information.

The Act allows for a fee to be charged for fulfilling a Subject Access Request, Skills Development Scotland's fee for this service is £10.00. A personal cheque made out to 'Skills Development Scotland' should be sent with any request. Please do not send cash through the mail.

### 1. Your Details

<b>Title (please tick)</b>	<b>Mr</b>	<input type="checkbox"/>	<b>Mrs</b>	<input type="checkbox"/>	<b>Miss</b>	<input type="checkbox"/>	<b>Ms</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
<b>Surname</b>										
<b>First name(s)</b>										
<b>Address</b>										
<b>Address</b>										
<b>City/County</b>										
<b>Postcode</b>										
<b>Telephone (daytime)</b>										
<b>Email address</b>										
<b>Date of starting/leaving Employment (if applicable)</b>										
<b>Date of birth</b>					<b>Staff or student matriculation/registration or National Insurance Number</b>					
<b>Relationship to Skills Development Scotland</b>	Employee	<input type="checkbox"/>	Student	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any additional information that may help identify your relationship with Skills Development Scotland</b>										

Only complete this section if you are **acting on behalf another individual** with their written or legal authority

Surname	
First name(s)	
Address	
Address	
City/County	
Postcode	
Telephone (daytime)	
Email address	
Address	
Relationship to individual	

Please attach confirmation of your entitlement to act on behalf of the individual.

## 2. Personal Information

So that we can locate the data you require efficiently, please answer the following questions to the best of your knowledge. Please continue on a separate sheet if necessary.

The Information Commissioner has stated that as much information as possible should be provided to assist with tracing your information.

Please tell us as much as you can about the information you are requesting about yourself. For example, if you are requesting your personal data which might be in an email or document, it helps in our search to know who might have written it, when and to whom the information might have been sent, and where it may be stored.

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To help us in our search, please tell us which Skills Development Scotland office/centre you have dealt with in the past (please list).

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**If relevant to your request, please provide details of any courses you have attended:**

College/Training Provider: \_\_\_\_\_  
Course: \_\_\_\_\_ Dates: \_\_\_\_\_

College/Training Provider: \_\_\_\_\_  
Course: \_\_\_\_\_ Dates: \_\_\_\_\_

### 3. Confirmation of your Identity

Before releasing personal information, we need to be sure of your identity.

Please submit COPIES of 2 pieces of identity (NOT ORIGINALS), one a long term significant document such as passport, driver's licence, or birth certificate, and the other a current item less than 3 months old such as a bank or credit card statement, council tax or utility bill, letter of appointment, electoral role registration etc).

### 4. Declaration

I, \_\_\_\_\_ certify that the information provided on this application to Skills Development Scotland is true. I understand that it is necessary for Skills Development Scotland to confirm my/the data subjects identity and that it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request.

Skills Development Scotland reserves the right to require more details from me in order to be able to locate the correct information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form, with 2 proofs of ID and a cheque for £10.00 made payable to 'Skills Development Scotland' to:

The Data Protection Officer  
Skills Development Scotland  
Monteith House  
11 George Square  
Glasgow  
G2 1DY

### Checklist

**Please ensure you have completed the form and tick the boxes below:**

Have you completed all appropriate sections?	<input type="checkbox"/>
Have you signed and dated the form?	<input type="checkbox"/>
Have you enclosed the appropriate proof of identity/authority?	<input type="checkbox"/>
Have you enclosed a cheque for £10.00?	<input type="checkbox"/>
Have you signed the Declaration?	<input type="checkbox"/>

**Skills Development Scotland will not release information without proper authority, and reserves the right to request further proof of authority or identity if necessary**