**Subject Access Request Form**

**Data Protection legislation** (such as the GDPR) provides you, the data subject, with a variety of different rights. You can find more about these in the SDS privacy statement you may have just came from, at [www.sds.co.uk/privacy](http://www.sds.co.uk/privacy)

Please complete this form if you wish to make a request to enact one of these rights. Once we have received your request we will have **one calendar month** in which to process it. If the request you are making involves seeing data of another person or third party we have to gain their consent before disclosing the information.

Skills Development Scotland will charge you no fee to make a request. We will only consider a fee in the event that the request is manifestly unfounded, excessive or repetitive.

1. **Your details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title (please tick) | Mr | 🞎 | Mrs | | 🞎 | Miss | | 🞎 | | Ms | 🞎 | | Other | | | | 🞎 |
| Surname |  | | | | | | | | | | | | | | | | |
| First name(s) |  | | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
| City/County |  | | | | | | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | | | | | | |
| Telephone (daytime) |  | | | | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | | | | |
| Date of starting/leaving Employment (if applicable) |  | | | | | | | | | | | | | | | | |
| Date of birth |  | | | Staff of student matriculation/registration or national insurance number | | | | | | | | | |  | | | |
| Relationship to Skills Development Scotland | Employee | | 🞎 | Student | | | 🞎 | | Supplier | | | 🞎 | | | Other | 🞎 | |
| Any additional information that may help identify your relationship with Skills Development Scotland |  | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | |

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. |
|  |
| **To help us in our search, please tell us which Skills Development Scotland office/centre you have dealt with in the past (please list).** |
| **Please tell us what you would like to be done with your personal data you are requesting, and what right you would like to enact (for example – are you wanting something to be updated, or permanently deleted? Do you object to something we are doing, or would you just like to see what it is we hold on you and what it is we do?)** |

|  |
| --- |
| **If relevant to your request, please provide details of any courses you have attended:** |
| College/Training Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| College/Training Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Confirmation of your Identity**   Before releasing personal information, we need to be sure of your identity.  **If you are NOT an employee of Skills Development Scotland,** please submit COPIES of 1 piece of identity (NOT ORIGINAL), such as passport, driver’s licence, or birth certificate.     1. **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 your proof of ID to:  The Data Protection Officer mailbox at [DPO@sds.co.uk](mailto:DPO@sds.co.uk) (this is recommended, as it allows us to act on your request quicker), or alternatively our head office at -    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? |  |
| Have you signed and dated the form? |  |
| Have you enclosed the appropriate proof of identity/authority? |  |
| Have you signed the Declaration? |  |

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