

Data Subject Access Request Form



Please complete this form if you wish to request access to your personal data. You do not have to use this form, but it will help us to deal with your request as quickly and effectively as possible if you do.

You can also use this form if you are requesting access to personal data on behalf of someone else. In that case, we will need you to confirm you have that person's authority to ask for access to their data.

If you have any questions about this form or your request, please contact our Chief Executive on 0800 389 6046 to discuss it further.

About you

1. Please provide the following:

Full name	
Address	
Contact details	

2. We may ask you to confirm your identity. For security reasons, we cannot respond to a request unless we have confirmed your identity. Please provide:

A certified copy of your driving licence or passport plus a utility bill or other proof of address from the last 3 months.

Whose personal data are you requesting?

3. Please provide the following information. If you are making this request on behalf of someone else, we will need this information before we can supply you with the data you are asking for.

4. Are you requesting access to your own personal data?	<input type="checkbox"/> Yes (now go to section 8 below) <input type="checkbox"/> No (you must complete the rest of this section)
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5. If you are not requesting access to your own personal data, please provide the following information about the person on whose behalf you are making this request:

Full name	
Address	
Contact details	
Age (if under 16)	

6. We cannot respond to your request until we also receive satisfactory confirmation of the identity of the person on whose behalf you are making this request. Please provide:

a certified copy of *their* driving licence or passport plus a utility bill or other proof of *their* address from the last 3 months.

7. Please provide a copy of your legal authority to make this request. This might be a signed letter of authority from the person on whose behalf you are making this request, a power of attorney, confirmation that you are their legal representative, parent, guardian or somebody with some other appropriate responsibilities and rights. Without this, we cannot respond to your request.

What data are you requesting?

8. Please describe what personal data and other information you are requesting, in particular if you are asking for specific documents or information and/or any specific time periods.

Please continue on a separate sheet if necessary.

Description of the personal data and information requested including details of any specific documents or information you are asking for (where relevant)	
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9. Please give as much detail as possible about where the data might be located and any other relevant information. You do not have to provide this information but doing so will help us to deal with your request as quickly and effectively as possible:

Please continue on a separate sheet if necessary.

Location of data, e.g. any particular departments or parts of the Organisation you have dealt with (if known)	
Relevant time periods, e.g. when we are likely to have obtained your data (if known)	
Dates of any particular correspondence, meetings or telephone calls (if known)	
The name(s) of people you have dealt with within our organisation (if known)	
Any other relevant information you can think of that might help us respond to your request	

Signature

10. Please check the information you have provided and sign below:

Signed	
Date	

11. Please send this form (marked Private and Confidential) and the documents we have asked you to provide to:

Chief Executive, Fife Voluntary Action, Craig Mitchell House, Flemington Road, Glenrothes, Fife, KY7 5QF or e-mail it to chiefexecutive@fifevoluntaryaction.org.uk

12. If you are making this request by e-mail, we will provide the information to you in an electronic format unless you ask us not to. If you wish to receive your information in a different format, e.g. hard copy please let us know in the box below:

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This form was last reviewed: May 2018