

Data Protection Act 1998 Subject Access Request Form

1. **Details of person requesting the information.**

Full Name

Address

.....

Tel No..... Fax No.....

Email

2. **Are you the data subject?**

[Please note that where the term 'Data Subject' is used it refers to the person about whom the information is being requested]

YES: If you are the Data Subject please supply evidence of your identity i.e. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. *(Please go to question 5).*

NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. *(Please complete questions 3 and 4).*

3. **Details of the Data Subject (if different to 1.)**

Full Name

Address

.....

Tel No..... Fax No.....

Email

4. **Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

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5. **Please describe the information you seek together with any other relevant information. This will help to identify the information you require.**

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Declaration

To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I, certify that the information given on this application form to the Scottish Environment Protection Agency is true. I understand that it is necessary for the company to confirm my/Data Subject's identify and may be necessary to obtain more detailed information in order to locate the correct information.

Signature:

Date:

Note: The period of 40 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.

Please return the completed form to The Information Manager, Scottish Environment Protection Agency (SEPA), Castle Business Park, Stirling, FK9 4TR. Documents which must accompany this application:

- a) evidence of your identify;
- b) evidence of the data subject's identify (if different from above);
- c) stamped addressed envelope for return of proof of identity/authority documents.