

SUBJECT ACCESS REQUEST FORM
(Data Protection Act 1998)



Working in partnership for a safer Glasgow

Under the Data Protection Act 1998, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.

Please complete this form and return to:
**Community Safety Glasgow, Data Protection Officer 2nd Floor,
Eastgate,, 727 London Road, Glasgow, G40 3AQ.**

1. Personal Details - we may make additional checks to verify your identity.

Name:

Present Address:

Telephone number:

Date of Birth:

Length of time at this address:

If less than two years, please provide previous address:

2. The data you wish to Access

Please provide all relevant details of the personal data you wish to access:

3. Please provide details / reference numbers that will assist us to locate the information you require.

4. Declaration

Declaration:

I request access to the personal data indicated above and have enclosed 2 proofs of identification (driving license, passport with a photograph or birth certificate) and 1 proof of current address (i.e. a utilities bill).

I confirm that I am the Data Subject and am not acting on behalf of someone else.

Signed:

Date:

5. This section to be completed by persons other than the Data Subject, and acting on behalf of the Data Subject:

Declaration:

I confirm that I am acting on behalf of the data subject and have submitted proof of my identity (as per the items noted in the declaration above) and authority to receive this data (i.e. a written legal mandate or letter from the data subject):

Name:

Present Address:

Signed:

Date:

OFFICE USE ONLY:

ACCESS REQUEST AUTHORISED: YES / NO

SIGNED:

DATE:

REASON IF REFUSED: