

SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data which we hold about you. You are entitled to receive this information under the Data Protection Act 1998.

We will endeavour to respond promptly and in any event within 40 days of the arrival of the latest of the following:

- Our receipt of this request; or
- Our receipt of any further information we request from you, which is required to enable us to comply with your request.

SECTION 1

Details of the person requesting the information

Full name:

Address:

Tel No:

Fax No:

Email address:

The Information supplied in this form will be used only for the purposes of identifying the personal data you are requesting.



SECTION 2

Are you the data subject?

Please tick appropriate box and read the instructions which follow it.

YES: If you are the data subject please supply evidence of your identity, i.e. a driving licence, passport, national identity card, a recent letter or bill from a utility company as evidence of address, and a stamped addressed envelope for returning the document

(please go to section 4)*

NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed.

You must also supply evidence of your identity, i.e. a driving licence, passport, national identity card, a recent letter or bill from a utility company as evidence of address, and a stamped addressed envelope for returning the document

(please go to section 3)*

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request

SECTION 3

Details of the data subject (if different from section 1)

Full name:

Address:

Tel No:

Fax No:

Email address:

SECTION 4

What information do you seek? Please describe the information you seek together with any other relevant information. This will help to identify the information you require.

*please note photocopies of documents cannot be accepted.

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SECTION 5

If you wish information about the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES NO

If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Please note that, while in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the Act, not to provide you with copies of information requested if to do so would take “disproportionate effort”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

DECLARATION

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to the National Archives of Scotland is true. I understand that it is necessary for the National Archives of Scotland to confirm my/ the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... **Date**

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Documents which must accompany this application:

- **Evidence of your identity (section2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**
- **Stamped addressed envelope for return of proof of identity/authority documents.**

If when you have received the requested information, you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else;

then you should notify our Data Protection Officer at once, at the address below.

Please return the completed form and cheque to :

Data Protection Officer,
National Archives of Scotland,
HM General Register House,
2 Princes Street,
Edinburgh,
EH1 3YY

Telephone enquiries: 0131 535 1415
Fax: 0131 535 1430
Email: dataprotection@nas.gov.uk

March 2006

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