

## DATA SUBJECT ACCESS REQUEST FORM

**Please read before filling in the Data Subject Access Request Form**

### **What is your right of access?**

It helps you to understand how and why we are using your data, and check that we are doing it lawfully.

Under the Data Protection Act 2018 (DPA)/ General Data Protection Regulation (GDPR) you are entitled to the following information from us:

- confirmation that we are processing your personal data;
- a copy of your personal data; and
- information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

### **Which sections should I complete?**

Sections 1, 2, 6, 7, 8 and 9 should be completed for all applications.

Sections 3, 4, 5 (Applicant Details and Authority to Release Information on behalf of the Data Subject) should only be completed if the application is being made by someone on behalf of the data subject.

The information you supply in this form will only be used for the purposes of identifying the personal information you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

### **How long will it take to receive the information?**

We will endeavor to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

**SECTION 1: Details of the data subject**

(Data subject: the identified or identifiable living individual to whom personal data relates)

Full Name:

Address:

Daytime telephone number:

Email address:

**SECTION 2: Are you the data subject?**

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

☐ **YES:** I am the data subject. I enclose proof of my identity (see below).  
(please go to section 6)

☐ **NO:** I am acting on behalf of the data subject. I enclose proof of my identity (see below)  
I will provide the data subject's written authority and proof of the data subject's identity.  
(please go to section 3)

**Proof of identity**

To ensure we are releasing data to the right person we may require you to provide us with proof of your identity (List A) and of your address (List B). Please supply us with a photocopy or scanned image of one document from each list below:

**Please DO NOT send the original documents**

**List A**

Passport

Photo driving licence

National Identity Card

Birth certificate

**List B**

☐ Utility bill showing current home address ☐

☐ Bank statement or Building Society Book ☐

☐ Credit card statement (no more than 3 months old) ☐

☐ Current driving licence ☐

Current TV licence ☐

Local authority tax bill ☐

HMRC tax document (no more than 12 months old) ☐

\* Any original documents you send to us will be returned by first class post.

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

**SECTION 3: Representative Details**

(If completed SEPA will reply to the address you provide in this section)

Name of Representative:

Company Name (if applicable):

Address:

Daytime telephone no:

Email address:

**SECTION 4: Proof of the Representative's identity**

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

**Please DO NOT send the original documents**

**List A****List B**

Passport	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
National Identity Card	<input type="checkbox"/>	Credit card statement (no more than 3 months old)	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	Current driving licence	<input type="checkbox"/>
		Current TV licence	<input type="checkbox"/>
		Local authority tax bill	<input type="checkbox"/>
		HMRC tax document (no more than 12 months old)	<input type="checkbox"/>

**SECTION 5: Authority to release information to a Representative**

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

If the applicant is signing as the guardian of a child under 13, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under Data Protection Legislation.

Signature of Applicant:

Date:

Signature of Representative:	Date:
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## SECTION 6: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that 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, where disclosure would adversely affect the rights and freedoms of others, 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.

## SECTION 7: Information about the collection and processing of data

If you want information about any of 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 ☐

## SECTION 8: Declaration

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

I confirm that I have read and understood the terms of this data subject access form and certify that the information given in this application to Scottish Environment Protection Agency (SEPA) is true. I understand that it is necessary for SEPA 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**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Scottish Environment Protection Agency (SEPA) may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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## Checklist

*If you are the data subject*

- ☐ Have you completed all relevant sections of the form?
- ☐ Have you enclosed two pieces of identification from the lists in Section 2 (one from each of A and B)?
- ☐ Have you signed the declaration in Section 9?
- ☐ Have you provided as much information as possible to enable us to find the data you require?

*If you are requesting on behalf of a data subject*

- ☐ Has the data subject signed the authority in Section 5 or provided a separate signed note of authority?
- ☐ Have you enclosed two pieces of identification for yourself from the lists in Section 2 and 4 (one from each of A and B)?
- ☐ Have you signed the declaration in Section 9?
- ☐ Have you provided as much information as possible to enable us to find the data you require?

Please return the completed form to:

Alison M. Mackinnon  
Data Protection Officer  
Scottish Environment Protection Agency (SEPA)  
Strathallan House,  
Castle Business Park,  
Stirling,  
FK9 4TZ

Email: [dataprotection@sepa.org.uk](mailto:dataprotection@sepa.org.uk)

Telephone: 03000 99 66 99 and ask to speak to the Data Protection Officer.

## Correcting Information

If after you have received the information you have requested 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;

Please notify our Data Protection Officer at once at [dataprotection@sepa.org.uk](mailto:dataprotection@sepa.org.uk).