

Subject Access Request Form

Ask to see your personal information

Under the data protection law, you have the right to ask to see information held by the Council that is about you. Asking for your information is called making a subject access request or a SAR. There is no charge for this service. The Council has **one calendar month** to provide a copy of the personal information you have asked for.

Any information that you put on this form will only be used for this request and will not be shared without your permission, unless the Council is legally obliged to do so.

How to see what information we hold about you

To see what information is held about you person you are making the request on behalf of, you need to complete this form and provide proof of who you are. We won't be able to process your request until we have received proof of who you are.

Examples of proof include your driving license, passport, birth certificate, utility bill or letter from a government agency. If you do not have any of these, please contact us.

You can send originals or certified photocopies (certified means a professional person-doctor, dentist, teacher, social worker, bank official-has signed the photo to prove who you say you are). If you send originals we will return these to you via Royal Mail Recorded Delivery Service.

Help Completing this form

If you would like help or advice when completing this form or have any questions, please contact the Data Protection Officer:

Phone: 0303 333 3000

Email: dataprotection@dumgal.gov.uk

Address: Data Protection Officer
Council Headquarters
Dumfries and Galloway Council
English Street
DG1 2DD

About you

First Name	
Surname	
Previous or other names	
Date of Birth	
Contact Telephone Number	
Contact Email Address	
Contact Postal Address (where the information can be sent)	

About your information

Think about:

- What service(s) you are asking the information from
- What kind of information you are looking to see

Please tell us what information you would like to see. It would be helpful to give as much detail as possible

Records of being in care

If you are asking for information about being in care, we understand that this can be difficult. If this is the case and you would like some support, please let us know and we can provide you with details of someone who can help.

Declaration

I confirm that I would like to receive the above information that is held about me by Dumfries and Galloway Council. I understand that it is an offence to impersonate another person.

Signed:		Date:	
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You can email or post this form with the correct proof of name, address and date of birth to the addresses on the front sheet.

Receiving your information

We can provide your information by post or you can come and collect your information. If you make your request by email, we can send your information by email.

Please let us know how you would like to receive your information.

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For Office Use Only:	
Date SAR was received:	
Date of SAR identification verification check:	
Name of employee who verified identification:	
Name of employee allocated the SAR:	
Date of Data Protection Officer's Check:	
Format and Date information was sent:	