

Subject Access Request Form

The Data Protection Act 2018 gives individuals (data subjects) the right to obtain a copy of any personal data held about you (exemptions may apply).

We will endeavour to respond promptly and in any event within one calendar 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.

If the information you are requesting about yourself contains details of another person or third party we may have to gain their consent before disclosing the information.

The information supplied in this form will only be used for the purpose of identifying the personal data 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.

Section 1: Details of data subject

Surname	
Forename	
Address	
Address	
City/County	
Postcode	
Telephone	
SAAS Reference No: (If applicable)	
Date of Birth	
Email	
Relationship to SAAS	Student <input type="checkbox"/> Employee <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/>

Please select how you would prefer to receive your personal information

Email	<input type="checkbox"/>	Post	<input type="checkbox"/>
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Only complete this section if you are **acting on behalf of the data subject** with the written or legal authority

Surname	
Forename	
Address	
Address	
City/County	
Postcode	
Telephone	
Relationship to Individual	
Email (Optional)	

Section 2: Personal Information required

Please tick the box next to the data that you require. You may tick more than one box	
All personal data held about me/the data subject	<input type="checkbox"/>
Specific data/records only (please explain further in the 'further details box' below)	<input type="checkbox"/>
Specific dates only (please explain in the 'further details box' below)	<input type="checkbox"/>

Further details of information requested

Please note that if the information you request reveals details directly or indirectly about another person we cannot disclose this information to you and will redact this and provide the reasons for that decision.

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 Article 12(5) of the GDPR to charge a fee or refuse the request if it is considered to be 'manifestly unfounded or excessive'. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Section 3: Information about the collection of processing 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 4: Proof of Identity

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

- Yes:** I am the data subject. I enclose proof of my identity
- No:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity.

Before releasing personal information, we need to be sure of your identity. Please provide us with a photocopy or scanned image (do not send originals) of proof of your identity e.g. passport, photo driving licence, national identity card, birth certificate.

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

Section 5: Data Subject Declaration

Please read and sign the following declaration

I declare that the information provided on this form to SAAS is true. I understand that it is necessary for SAAS to confirm my identity and that it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request. I understand that additional information may be required in order to locate the correct information.

Signature:	Date:
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Section 5: Third Party Declaration

Please read and sign the following declaration

I confirm that I act on behalf of the Data Subject named in section 1 and I understand that it may be necessary for SAAS to confirm my identity. I understand that it is a criminal offence to impersonate an individual to obtain personal data under the Data Protection Act 2018.

Signature:	Date:
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Please return this form with proof of identity and/or third party authority to:

The Data Protection Officer
Student Awards Agency Scotland
Saughton House
Broomhouse Drive
Edinburgh
EH11 3UT
Email: [SAAS Data Protection Mailbox@gov.scot](mailto:SAAS_Data_Protection_Mailbox@gov.scot)

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;

then you should notify our data protection officer at once.

June 2018