



## Data Protection Act 1998: Subject Access Request Form

The Data Protection Act 1998 gives individuals (data subjects) the right to obtain copies of information held about themselves (exemptions may apply). The organisation that holds the information must respond within 40 days from the request date.

You must provide satisfactory proof of identity (photocopy of your driving licence, passport, NUS card or any other similar document that would help prove your identity). The 40 day limit does not start until we have received proof of identity.

### Personal Details

<b>Title (Mrs/Mr/Miss/Dr etc)</b>	
<b>Surname/Family Name</b>	
<b>First Names</b>	
<b>Former/Maiden Names</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Previous addresses (if relevant to the search, please use an additional sheet of paper if necessary)</b>	
<b>Telephone Number and/or email address</b>	
<b>Would you like to receive our response by email?</b>	

To help us answer your request as quickly as possible, please indicate where your information may be held (if you know):

<b>Corporate resources (Human Resources, Finance)</b>	
<b>Research</b>	
<b>Funding</b>	
<b>Other, please state</b>	

### Declaration

Statement 2 is to be used where an agent is acting for the data subject.

1. The information which I have supplied in the application is correct and I am the person to whom it relates

Signed \_\_\_\_\_ Date \_\_\_\_\_

2. The information I have supplied in this application is correct, I am the person to whom it relates and I give consent for \_\_\_\_\_  
(print name) to act on my behalf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please send this form to:

Information Management and Security Officer  
Scottish Funding Council  
Donaldson House  
97 Haymarket Terrace  
Edinburgh  
EH12 5HD

Email: [info@sfc.ac.uk](mailto:info@sfc.ac.uk)

If you require any assistance completing this form, or would like any further information, contact us using the email address above, or Tel: 0131 313 6691.