TAYSIDE CONTRACTS
GUIDANCE FOR
DATA SUBJECT ACCESS REQUEST FORM

Tayside Contracts respects your privacy and rights in relation to your personal data and will endeavour to make the process of requesting information as simple as possible. Our preferred method of receiving a Data Subject Access Request is by completion of the enclosed form. However, you can also submit a request verbally, in person, via the telephone on (01382) 812721, by letter to 1 Soutar Street, Dundee, DD3 8SS or by emailing GDPR@tayside-contracts.co.uk

If there is any doubt about your identity, you may be required to provide formal identification to allow us to eliminate the risk of disclosing information to the wrong person.

When making a Subject Access Request you should:

- provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required).

- you are not required to state **WHY** you wish to access the information, the details we require are merely those that will aid the efficient location and retrieval of information.

- if you are requesting information on behalf of a third party, you must ensure that you have the relevant authority to do so. You may be required to provide evidence of this such as a mandate signed by the data subject.

Once Tayside Contracts receives a Subject Access Request, all efforts will be made to fully comply within 1 calendar month. However, there may be times when we are unable to meet this timescale, for example, if the request is complex or you have submitted several requests. In these circumstances we will write to you to advise of the timescale in which we will respond. There may also be occasions where we require additional information from you in order to respond to your request, in these circumstances, the time period for responding will begin when we receive the additional information.

Upon receipt of a request, we will:

- log the request setting a date by which we will respond

- advise you, if we require any further information in order to process your request

- provide information on whether or not the personal data are processed and the purpose of this processing

- provide a description of the data, purposes and details of anyone it has been shared with

- provide details of how long we retain the data for

- provide a copy of the data and, if necessary, an explanation of any codes/jargon contained within the data

- advise you of your rights to object to all or some of the processing activities or to rectify the data

- provide you with information on how to exercise your right to complain to the ICO or another authority

Further information regarding Subject Access Requests can be found at www.ico.org.uk/your-data-matters/your-right-of-access/

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Under the Data Protection Legislation, you have a right to access data relevant to you. Please complete this form with as much detail as possible and return it to: **Suzanne Keay, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS or GDPR@tayside-contracts.co.uk**

1. Personal Details - *we may make additional checks to verify your identity.*

Name:

Present Address:

Telephone number:	Date of Birth:

Length of time at this address:

If less than two years, please provide previous address:

2. The Data you wish to Access

Please provide all relevant details of the personal data you wish to access:

Please provide details of any reference numbers that will assist us to locate the information you require.

Reference number(s):

4. Declaration

Declaration:
I request access to the personal data indicated above and confirm that I am the Data Subject.

Signed:	Date:

This section to be completed by persons other than the Data Subject, and acting on behalf of the Data Subject:

Declaration:
I request access to the personal data indicated above and confirm that I have permission to act on behalf of the data subject.

Name:

Present Address:

Signed:	Date: