



Subject Access Request Form

Under the UK General Data Protection Regulation 2018

Subject to certain exceptions, you have the right to have access to the personal information that Culture Perth & Kinross (CPK) holds about you (your 'personal data'). To do this, we need to be clear about who you are and what information you are seeking.

To make an application, please complete this form carefully and follow the instructions regarding proof of identity and how to return the form to CPK. You do not have to use this form, but if you do not, please ensure that all necessary information requested on this form is provided to CPK via alternative means.

If you would prefer to complete this form electronically, please contact the Freedom of Information Team on 01738 477039 or at CPKFOI@culturepk.org.uk for an editable version.

1. Details of the data subject (the data subject is the person about whom the information is being requested)

Surname	
Forename(s)	
Date of Birth (dd/mm/yyyy)	
Current Address	
Previous Relevant Address	

Telephone Number	
E-mail Address <input type="checkbox"/> Please tick this box if you are happy to receive correspondence and information via e-mail	

2. Are you the data subject?

Yes <input type="checkbox"/> If you are the data subject, please go to Section 4.	No <input type="checkbox"/> If you are acting on behalf of the data subject, please go to Section 3* *Please be advised that a child of 12 or older can usually access their own information
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3a. Details of the person requesting the information (if different to Section 1)

Surname	
Forename(s)	
Date of Birth (dd/mm/yyyy)	
Current Address	
Telephone Number	
E-mail Address <input type="checkbox"/> Please tick this box if you are happy to receive correspondence and information via e-mail	

3b. Relationship with data subject

Please describe your relationship with the data subject (e.g. parent, solicitor, advocacy worker)

3c. Authority to release information

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/power of attorney. This must be an original signature.

I hereby authorise _____ to act on my behalf in relation to this Subject Access request and sanction their access to my personal data.

Signed

Date

4. Proof of Identity

In order to prove the data subject's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.

In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.

List A (one from below)

- Passport/Travel Document
- Photo driving licence
- Birth Certificate

List B (plus one from below)

- A letter sent to you by the Council
- Utility bill showing current home address
- Bank statement or Building Society Book

5. Details of the data required

CPK uses your personal data to provide you with a range of services. You can access the data we have about you for some or all of these services. Please tick the box beside the service(s) that you want to access:

- All of CPK
- Archives and Local and Family History
- Libraries
- Museums and Galleries
- Personnel (recruitment)
- Other

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

Are there any specific dates you require this information to relate to?
Please state:

6. Declaration

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 Culture Perth & Kinross may need to obtain further information from me/my representative in order to comply with this request.

The information provided by you will be used only in processing your subject access request. In terms of the Data Protection Act 1998, you are entitled to know what personal information Culture Perth and Kinross hold about you. CPK accepts no liability for any documents which you may send to CPK for verification of identity.

Signed

Date

7. Submitting your request

Please email the completed form along with proof of identity to CPKFOI@culturepk.org.uk

Alternatively, please send the completed copy of this form and proof of identity in a securely sealed envelope, to the following address:

Freedom of Information Team
Culture Perth & Kinross
AK Bell Library
2-8 York Place
Perth
PH2 8EP

We will acknowledge your request when we receive it and you will usually receive a response within 28 days. However, in the case of complex or very large requests we can extend the time we have to comply by up to two months; if it's necessary for us to do this we will notify you within the first 28 days.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Culture Perth & Kinross to process your Subject Access Request. The information will not be disclosed to third parties unless you have specifically asked us to (e.g. a solicitor, family member or organisation acting on your behalf).

For further information, please look at our website www.culturepk.org.uk/about-cpk/data-protection