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| Data Subject Access Request Form |  |

## Please complete all the sections below.

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|  | **Section 1: Your Details** | |  |
|  | Name |  |  |
|  | Address |  |  |
|  |  |  |  |
|  | Phone number |  |  |
|  | Email address |  |  |
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|  | **Section 2: Are you the data subject? (please check the appropriate box)** | | |  |
|  | Yes |  |  |  |
|  | If you are the data subject please supply evidence of your identity, ie original or copy of driving licence, passport, national identity card or photo-pass, and as evidence of address a recent letter or bill from a utility company.  **(Please go to section 4)** | | |  |
|  |  | | |  |
|  | No |  |  |  |
|  | Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. If not, please tell us what other lawful/legal reason you have for obtaining access to the data? Please note that identification as required below must be provided for you and the data subject.  **(Please complete section 3, then section 4)** | | |  |
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|  | **Section 3: Details of the data subject** | |  |
|  | Name |  |  |
|  | Address |  |  |
|  | Phone number |  |  |
|  | Email address |  |  |
|  |  | |  |
|  | **Section 4: Personal information details** | |  |
|  | Please describe the personal information you seek together with any other relevant information such as the dates/time period covered by the personal information. This will help us to quickly identify whether we hold the personal information you have requested. | |  |
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|  | **Section 5: Declaration** (to be completed by all applicants) | | | |  |
|  | I certify that the information given on this form is true and I understand that it is necessary for the PIRC to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information to locate the correct personal data. The processing of your personal information on this form is necessary for compliance with a legal obligation to which the PIRC, as data controller, is subject. | | | |  |
|  | Signature: |  | Date: |  |  |
|  | The PIRC will comply with the request without undue delay and at the latest within one month, which will begin once it is satisfied of your identity and/or written authority from the data subject. | | | |  |
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| Please forward the complete form to:  Data Protection Officer  Police Investigations & Review Commissioner  Hamilton House  Hamilton Business Park  HAMILTON  ML3 0QA  Or email it to : [informationrequests@pirc.gov.scot](mailto:informationrequests@pirc.gov.scot) | Documents which must accompany this application:   * Evidence of your identity as described in section 2 * Evidence of the data subject’s identity (if different from above) * Authorisation from the data subject to act on their behalf (if applicable) |

**The PIRC’s privacy notice is available for viewing on our website**