

Subject Access Requests

SAR Form and Guidance



If you wish to make a data Subject Access Request to Citizens Advice Scotland please read this guidance note. Requests can be made in any format but in order for us to deal with requests as efficiently as possible we encourage you to complete the attached form.

When making a Subject Access Request you must:

- Provide a proof of identity document (e.g. passport, driving licence, birth certificate)
- Provide proof of address (e.g. utility bill, council tax, bank statement)
- 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.

Please note that we will not be able to comply with any requests received unless satisfactory proof of identification is provided.

If you wish to access data about someone else then you will require their written consent, which you must make available to us. You may be committing an offence to seek personal data about other individuals without their consent.

Once CAS receives a Subject Access Request, all efforts will be made to fully comply within one month of receipt of your request. If we are unable to comply with your request within one month we will inform you and explain why the extension is necessary.

Please complete the form below and return it either by email to dpo@cas.org.uk, or by post to The DPO, Citizens Advice Scotland, Spectrum House, 2 Powderhall Road, Edinburgh, EH7 4GB. Alternatively, please phone 0131 550 1000 if you wish to make a verbal request.

Subject Access Request Form

By completing this form you are asking CAS to confirm to you that it processes your personal data, and to obtain access to that data.

Personal details	
Your name:	
Your employee number (if applicable):	
Telephone number:	
Email address:	
Home address:	

Information sought
Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought.
Proof of Identity and Address
Please use the space below to provide confirmation of the proof of identity and address documents provided.

Declaration (if you are the data subject)	
I request access to the personal data indicated above and have enclosed the required 2 proofs of identification. I confirm that I am the Data Subject and am not acting on behalf of someone else.	
Your signature:	
Date:	

If the information is being requested by anyone other than the Data Subject themselves, (including the parent or guardian of any child under the age of 16 years of age), who is acting on behalf of the Data Subject, please complete the declaration below.

Declaration (if you are requesting information on behalf of someone else)	
I confirm that I am acting on behalf of the data subject and have submitted proof of my identity and authority to receive this data:	
Your signature:	
Date:	