



**This form is for any person who wishes to apply for access to personal data held by the Parole Board Scotland. Please read the Subject Access Request Guidance Notes below before completing this form.
A separate form should be completed for each individual.**

NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

Key Definitions

Data Subject: If you are completing this form and requesting your own personal data then you will be the data subject for the purpose of your request. However, if you are completing this form on behalf of someone you are representing, then the data subject will be the person that the information requested is about.

Which sections should I complete?

Sections 1, 2, and 5 should be completed for all applications.

Sections 3 and 4 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the person the data being requested is about).

General Notes

- The Parole Board will not release information without proper authority, and reserves the right to request further proof of authority or identity if necessary.
- We will acknowledge your request in writing.

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under data protection law, and you have provided sufficient information, you should receive a response within 1 calendar month from the date that we accept your application for processing.

Once complete you can:

- **email your form and scanned copies of proof of identity to enquiries@paroleboard.scot**
- **send your completed form and proof of identity to:**

Subject Access Request

Tracy Flockhart
Data Protection Officer
X Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Section 1 – Data subject’s details

Surname	
Forename(s)	
Previous/Other name(s) known by:	

Please provide your postal address or email address to allow us to contact you in relation to your request:	

Section 2 – Proof of data subject’s identification

The reason we ask for proof of identification is to maintain the security of the information we hold. This will help to ensure that we do not release personal information to anybody unless we have permission to do so.

If you are completing this form and requesting your own personal data then please provide proof of your own identity. However, if you are completing this form on behalf of someone you are representing then please provide identity documents for the data subject.

Please note that we will accept a copy or scan of your identification document(s) i.e **passport, or driving licence, or birth certificate (or certificated copy) or at least two official letters such as from a utility company dated within the last six months.** Any original documents you send to us will be returned to you.

Please state below what evidence you have enclosed:

Birth Certificate Passport

Driving Licence Two Official Letters

Subject Access Request

Other (please state)

--

Section 3 – Representatives details

If you are requesting information on behalf of someone else, we need some further information from you as we need to confirm that you are legally authorised to obtain this information.

Name of Representative:	
Company Name:	
Please provide your postal address or email address to allow us to contact you in relation to this request:	
Relationship to Data Subject:	

Section 4 – Authority to release information to a representative

A representative needs to obtain authority from the applicant, or hold a legal power, such as a power of attorney to act on the applicants behalf before personal data can be released to them.

The representative should provide proof of their legal power, **or** obtain the applicant's signature below, **or** provide a separate note of authority.

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

We can also accept letters or official forms addressed to you on behalf of the data subject as proof of your authority to obtain the applicants personal data.

Subject Access Request

Once entitlement has been established we will take a copy of any documents you have supplied to us and we will return the original to you. We will contact you again if we need further proof of authority.

Would you like the information to be sent to you or the data subject?

Me:

Data Subject:

Subject Access Request

Section 5 - Declaration

Please read the following declaration carefully and then sign and date it. Please note that any attempt to mislead may result in prosecution.

I, _____ certify that the information provided on this application to the Parole Board is correct, and that I am the person to whom it relates or a representative acting on his/her behalf. I understand that it is necessary for the Parole Board to confirm my/the data subject's identity and that it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request. The Parole Board reserves the right to request more details from me in order to be able to locate the correct information.

Signature: _____	Date: _____
------------------	-------------

CHECKLIST

Please ensure you have completed the form and tick the boxes below:

- Have you completed all appropriate sections?
- Have you signed and dated the form?
- Have you enclosed the appropriate proof of identity/authority?
- Have you signed the declaration?