



## SUBJECT ACCESS REQUEST (SAR) FORM

**NOTE: This is not a mandatory form. Subject access requests will be accepted in other formats, however, using this form will assist SPT in understanding your request, and locating and providing your personal data quickly and efficiently.**

As you may know, you have the right to access personal data held about you by SPT.

You should use this form to tell us what personal data you wish to access. Please note that we may require proof of identity before processing your request.

If we consider that your request is manifestly unfounded or excessive, we may require you to pay a fee in order to respond to the SAR, or we may refuse to comply. In all other cases, there is no fee to make a SAR.

Please note that we may be unable to provide certain information where the rights of third parties are impacted. If that is the case, we may restrict the data released or redact documents to remove third party data. We may also be unable to release data if one of the exemptions in the relevant legislation applies.

Your request to access your own personal information should be made to SPT's Information Governance Officer and you can submit your request as follows:

- a) Via email to [infogov@spt.co.uk](mailto:infogov@spt.co.uk) ; or
- b) Via post to 131 St Vincent Street, Glasgow, G2 5JF, marked for the attention of the Information Governance Officer.

If you are dissatisfied with SPT's response to your request, please write to Valerie Davidson, Chief Executive, 131 St Vincent Street, Glasgow, G2 5JF, setting out the reasons why you are dissatisfied.

You are also entitled to make a complaint to the Office of the Information Commissioner. Further details can be found at <https://ico.org.uk/concerns/>.

### Applicant details

Please state your full name and indicate which name, combination of names, variant spellings of your name or nicknames we may require to search for. Please also tell us how you would like your response to be issued to you (email/paper) and please provide your contact information here.	

### What is your request about?

Please use this section to tell us as much as you can about the personal data to which you are requesting access. For example, if your request is about personal data relating to a particular subject matter, a particular decision, or an incident, please tell us about that here.


### Location of data

Please use this section to tell us any particular locations in which you would like us to search for your personal data. This could be, for example, a particular department, a particular team, your personnel file or particular email accounts. Don't worry if you don't know.


### Time frame of search

Given the resources required to conduct a search please tell us if there is a relevant time frame which we can use to narrow our search for the information you are requesting:

From (date)		To (date)	
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### Can you tell us why you need access to the information?

You don't need to provide us with a reason for exercising your rights in relation to your personal information, but sometimes it's easier for us to assess the request (and any information we locate which falls within your request) if we understand what you are intending to use the information for, e.g. if you require information to defend your legal rights, which rights are you defending.


### Declaration

I have read and understood this form and the information I have supplied is correct.

Signature		Date	
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INTERNAL USE ONLY			
If identity documents are required, please indicate which document was checked:			
<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>	Passport
Signature		Date	