

Personal data request form



Falkirk Council

Please use this form to ask for **information about yourself** under **Data Protection Legislation**. This is known as a “subject access request”.

If you want to ask for information under the **Freedom of Information (Scotland) Act 2002** or **environmental information** under the **Environmental Information (Scotland) Regulations 2004**, please use the Information Request Form.

Applicant Details: (Please print clearly in pen)

Surname: _____ First Name(s): _____

Address: _____

Postcode: _____

Date of birth: _____ (It helps us to have this so we can locate your information more easily)

Phone: _____

Email: _____

We are not able to respond to requests which ask for “*all information the Council holds on me*”. Please be as specific as you can about the information you are looking for and, if possible, give details of which part of the Council holds it, eg Housing, Finance, Adult Social Work, Education, Planning.

Please also enclose proof of identity, eg copy of passport or driving licence. If you do not have this, please contact us to discuss alternatives. We may not need proof of ID in some cases.

Proof of identify enclosed

Signed: _____ Date: _____

Please email your completed form to data.protection@falkirk.gov.uk along with proof of identity. Alternatively, you can post your request to Information Governance Division, Falkirk Council, Earls Road, Grangemouth, FK3 8XD

We have one month to respond to your request, which we can extend by a further 2 months if your request is complex or if we have received a number of requests from you. There are exemptions in legislation which mean that we do not need to comply with all, or part of, your request.

Your privacy is important to us. You can find out how we deal with your personal information at <http://www.falkirk.gov.uk/privacy/council-democracy/information-requests.aspx>