

DATA PROTECTION ACT – Subject Access Request

You recently requested that we supply you with a copy of personal data which we hold about you. You are entitled to receive this information under the Data Protection Act 1998 (“the Act”). You should send a cheque or postal order in the sum of £10 made payable to Scottish Courts and Tribunals Service. We will endeavour to respond within 40 days of the latest of the following:

- your cheque clearing; or
- our receipt of this request; or
- our receipt of any further information from you which is required to enable us to comply with your request.

1. The Information required from you to process your request is:

Your full name: _____

Your address: _____

Post code: _____

Case number and name of case and relevant court (if applicable):

1.1 Please provide a general description of the information you seek?

2. To assist us in locating the above information, please answer the following questions:

2.1 Is the information held in the form of e-mails or other computerised format?

Yes/No

If Yes, please provide the following information:

- (a) the names of the authors and recipients of the messages;
- (b) the subjects of the e-mails;
- (c) the dates/range of dates when the messages have been sent;
- (d) whether you believe the e-mails are “live” or in archived or back-up form; and
- (e) any other information which may assist us in our search.

2.2 Is the information held in manual files? Yes/No

If yes, please provide the following information:

(a) who do you believe holds the manual file about you?

(b) from/to what dates should we search?

3. Have you made an identical or similar request within the past 12 months? If so, when?

If the information you request is of a confidential nature, we may contact you and ask you to provide further information to verify your identity. If we are not satisfied that you are who you say you are, we reserve the right to refuse to grant your request.

If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Please note that, while in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the Act, not to provide you with copies of the information requested if to do so would take “disproportionate effort”.

I confirm that I have read and understood the terms of this subject access form.

Signed

Dated