



Request for rectification, erasure, restriction or object to processing of personal data.

You are entitled to request us to rectify, erase, restrict or object to processing of any personal data we hold about you under UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Collection of personal data

The form will collect personal data, such as your name and contact details. This will be used to process your request. It will not be shared with any third parties unless we have a legal or regulatory reason to do so. You can find out more about how we process your personal data and data rights on the data protection section of the SCTS website [Data protection | Scottish Courts and Tribunals Service](#)

Response time

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later.

In some circumstances we may inform you that we consider your request will require a longer period of time (up to three months in total) for a response.

The information you supply in this form will only be used for the purposes of processing and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Identify

To ensure we are processing data of the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of the following:

- 1) Proof of Identity

Examples include: passport, photo driver's license, national identity card, birth certificate.

- 2) Proof of Address

Examples include utility bill, bank statement, credit card statement (no more than 3 months old);

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 1: Details of the person requesting information

Full name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Contact phone number:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

☐ **Yes:** I am the data subject. I enclose proof of my identity (see below). **(Please go to section 4).**

☐ **No:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subjects identify and my own identify (see below). **(Please go to section 3)**

SECTION 3: Details of the data subject (if different from section 1)

Full name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.

SECTION 4: Details of request

I hereby request the following in relation to any personal data concerning me that is currently held by the Scottish Courts and Tribunals Service (SCTS):

- ☐ I wish for my personal data to be corrected / amended (right to rectification)
- ☐ I wish for my personal data to be erased (right to erasure/ 'right to be forgotten')
- ☐ I wish to restrict the processing of my personal data (right to restriction)
- ☐ I wish to object to the processing of my personal data (right to object)

Please describe the information that is applicable to your request. Please provide any relevant details you think will help us to identify the information and indicate how the rights indicated above should be applied to your personal data.

Click or tap here to enter text.

Please provide the reason for your request

Click or tap here to enter text.

Details of any previous contact with SCTS (including any reference numbers if known):

Click or tap here to enter text.

Please note that. In certain circumstances, we may be unable to uphold your request, this could be because it contradicts a legal obligation, rights are exempt due to processing falling under judicial processing; act against the public interest in the area of scientific or historical research or prohibit the establishment of a legal defense or exercise of other legal claims. In such cases you will be informed promptly and given full reasons for that decision.

We reserve the right, in accordance with UK GDPR and DPA, 2018, to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive."

SECTION 5: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this request form and certify that the information given in this application to Click or tap here to enter text. is true. I understand that it is necessary for Click or tap here to enter text. to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed: Date:

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)

- Authorisation from the data subject to act on their behalf (if applicable)
- Justification for erasure of data (see section 4)

Please return this form to DPO@scotcourts.gov.uk or Information Governance and Correspondence Team, Scottish Courts and Tribunals Service, Saughton House, Broomhouse Drive, Edinburgh, EH11 3DX.