

Data Requestor Information

Please fill in the details of the Data Requestor below.

Relationship to Data Subject (e.g. parent, carer, legal representative):
Title:
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:
Day Time Telephone Number(s) Main: _____ Alternative: _____
Proof of Identity Please tick the relevant box below for the type of proof of identity you are providing: Birth certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my home address <input type="checkbox"/> If none of these are available, please contact McCurrach for advice at: DPO@McCurrach.co.uk
Authorisation I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of Authority

Lasting or Enduring Power of Attorney

Evidence of Parental responsibility

Other (provide details:) _____

Authorised Person Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that McCurrach is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.

Name:

Signature:

Date:

Warning:

A person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I wish to:

Receive the information in electronic format

(some files may be too large to transmit electronically, and we may have to supply in CD format)

Receive the information by post * Collect the information in person

View a copy of the information only Go through the information with a member of staff

* Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please email this completed form and the required proof of identity to:

DPO@McCurrach.co.uk Or

Write to our Data Protection Officer:

Data Protection Officer,
74 Waterloo Street,
Glasgow, G2 7DJ.

McCurrach will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with our retention policy, will be disposed of in a safe and secure manner.