

Poppyscotland  
REQUEST FOR ACCESS TO PERSONAL DATA FORM

By completing and submitting this form you are making a request for personal information held by Poppyscotland.

Please provide us with the following details:

Full name	
Date of Birth	
Address	
Telephone no.	
E-mail address	

Please let us know if you have ever been a Poppyscotland

beneficiary  employee  volunteer  other, please specify \_\_\_\_\_

1. Are you making a request for your own personal information?

**YES** – In order for us to provide you access to the information you have requested we will need to be able to verify your identity. Please provide:

- a) photographic ID, and
- b) two utility bills from the last 6 months

If you are providing copies these should be countersigned by a third party, alternatively please take originals to a Poppyscotland regional office or Pop In centre for a member of staff to make a copy.

**NO** – If you are acting on behalf of the individual who requires access to their personal information please provide written authority or evidence of power of attorney. Please complete section 2 of this form.

2. Details of the Data Subject (if different to 1).

Full name	
Date of Birth	
Address	

Telephone no.	
E-mail address	

3. Your relationship with the Data Subject.

Please describe your relationship with the Data Subject and briefly explain why you are requesting this information on their behalf.

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4. The information required.

Please describe with as much detail as possible the information you require, for example, the department which holds the information, the format in which it is held, any time periods which may be relevant. This will assist us in locating the information you require.

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5. Preferred Method of Communication

If you have provided a valid email address, we will send you the information electronically; otherwise we will provide a response by way of post to the address provided.

Declaration: [To be completed by all applicants].

I certify that the information given on this application form is true. I understand that it is necessary for the charity to confirm my identity/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature	
Date	

If you are not returning this form to your local Poppyscotland office please return the completed form and proof of your identity to the Data Protection Officer, Poppyscotland, New Haig House, Logie Green Road, Edinburgh, EH7 4HQ

Please note: Poppyscotland will aim to respond to all requests within one month from the date of receipt/validation of this form however if we are unable to respond within that time period or if we require clarification we will make contact with you.