



Rossie
Freedom of Information – Subject Access Request Form

This form should be completed if you want access to personal information held about you or another person within Rossie. The information you provide will be used by Rossie to process your request for information. The information will be held securely and will be treated as confidential except where the law requires it to be disclosed.

Information will only be provided if you are entitled to obtain the information under the Data Protection Act 1998. Information relating to this can be viewed by clicking on the following link: <https://www.gov.uk/data-protection/the-data-protection-act>

Date of Request: _____

Details of Requester:

Full Name:	
Address (incl. postcode):	
Date of Birth:	
E-mail:	
Telephone:	

If the information is required on behalf of someone, please provide their details:

Full Name:	
Address (incl. postcode):	
Telephone:	
Date of Birth:	
Relationship to the requester:	

Consent (if applicable)

I confirm I am the person this request relates to and I have hereby give consent for the above named 'Requester' to request this information:

Signed: _____ Date: _____

To ensure we are clear as to your identity, we will require 2 forms of identification to validate your details prior to the request being processed. One photographic and one address identification is required processed e.g birth certificate, passport, driving licence, utility bill etc.

Please provide a description of the type of information you would like to access including the date range the information is required within:

I confirm that the above information is correct and I am the person named above.

Signed: _____ Date: _____

On completion of this form please return it to:

Serena Brown
Service Manager, Management Support
Rossie
MONTROSE
DD10 9TS

Or e-mail:

info@rossie.org.uk

We will respond to your request within 1 month of receipt of request.