



## Personal Data Request Form

Please use this form to ask for **information about yourself** under **Data Protection Legislation**. This is known as a "subject access request".

If you want to ask for information under the **Freedom of Information (Scotland) Act 2002** or **environmental information** under the **Environmental Information (Scotland) Regulations 2004**, please use the Information Request Form.

<b>Applicant Details: (Please print clearly in pen)</b>	
<b>Surname:</b>	
<b>First Names:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Please provide as much detail as possible about the information you are looking for:</b>	
<b>Please enclose proof of identity, eg copy of passport or driving licence. If you do not have this, please contact us on 01324 590910 to discuss alternatives.</b>	
<b>Proof of identity enclosed:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Please send the completed form and proof of identity to:**

Policy Development Manager,  
 Falkirk Community Trust,  
 Suite 1A,  
 The Falkirk Stadium,  
 4 Stadium Way,  
 Falkirk  
 FK2 9EE

**We have one month to respond to your request, which we can extend by a further 2 months if your request is complex or if we have received a number of requests from you. There are exemptions in legislation which mean that we do not need to comply with all, or part of, your request.**

**Your privacy is important to us. You can find out how we deal with your personal information at [www.falkirkcommunitytrust.org/privacy-policy](http://www.falkirkcommunitytrust.org/privacy-policy)**