

**SUBJECT ACCESS REQUEST (SAR)
(Data Protection Act 2018)**

Personal Details

First Name Surname

Address

..... Postcode

Tel No

Request Details

Dumfries & Galloway Citizens Advice Service (DAGCAS) uses your personal data to provide you with a range of services. You can access the data we have about you for some or all of these services. Please tick the box beside the service(s) that you want to access. If the service area is not listed then please detail the service area at Other.

Benefits Debt Housing

Employment Personnel

Other (please specify)

Please Note: We will respond to this request within 1 month. The 1 month response period will begin once all the information we need is supplied.

Data Subject Declaration

Icertify that the information given on this application to Dumfries & Galloway Citizens Advice Service (DAGCAS) is true. I understand that it is necessary for DAGCAS to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed Date.....

Agent's Declaration

If you are not the data subject but you have authority to act on his/her behalf you must complete this declaration. I understand DAGCAS may need to contact me to confirm my identity or may need more information from me to find the personal data I have requested. I confirm that I act on behalf of the Data Subject named above and I enclose proof of my authority to do so. Please send me/data subject (delete as appropriate) the information s/he is entitled to under the Data Protection Act 2018

Signed Date.....

Please submit this request to:
The Business Development Manager, 81 – 85 Irish St, Dumfries, DG1 2PQ