

# Subject Access Request

The General Data Protection Regulation (GDPR) allows you to find out what information is held about you, on paper (manual records) and computer records (electronic records). This is known as 'subject access right' and applies to Electoral Registration, Valuation Roll and Council Tax records as well as any other personal information we hold about you.

In some circumstances access to your records may be limited or the information may be partially redacted, for example, if the records you have requested contain information relating to another person.

If you would like to make a subject access request, please contact the Data Protection Officer by email at [governance@lothian-vjb.gov.uk](mailto:governance@lothian-vjb.gov.uk). You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances, where there is a lot of information being requested, this may be extended to three months. If this is the case, we will always contact you and advise you of the expected timeframe.

We will require you to provide proof of identity before we release any information, for example, a scanned copy of your passport or drivers licence. All subject access information issued via the mail/postal service will be issued recorded delivery and contain a "subject access" watermark. If, after you receive this information, you decide that you no longer require it, you should ensure that the information is securely disposed of.

## Subject Access Request form

<p><b>This form is for any person who wishes to apply for access to personal data held by Lothian Valuation Joint Board. Please read the Subject Access Request Guidance Notes below before completing this form.</b> <b>A separate form should be completed for each individual.</b></p>
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<p><b>NOTE: This is not a mandatory form</b> – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.</p>
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### Subject Access Request Guidance

**Please read before filling in the Subject Access Request Form**

**Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3 (Proof of the applicant's identity)** - If you do not have any of the forms of identity listed, we may accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

**What information will help with the processing of my subject access request?**

Identification of relevant records will be easier if you can provide any references issued by Lothian Valuation Joint Board relating to applications you may have made, information provided, or on any other form of communication.

**What information does Lothian Valuation Joint Board hold?**

Lothian Valuation Joint Board holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies. For more information about the data we collect, please see our [privacy notice](#)

# Subject Access Request

## How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the General Data Protection Regulation (GDPR), and have provided sufficient information, you should receive a response within one month from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

## General Notes

1. We will acknowledge your application by email and we will provide you with a reference number.
2. The documents that you receive may have data redacted (blacked-out). This is because we cannot release to you under the Data Protection Act, e.g. another person's data, this is removed.

We will not disclose information by fax or telephone. Disclosure by post is usually issued recorded delivery class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6.

All subject access requests will contain a "subject access" watermark. If, after you/your named representative receive this information, you decide that you no longer require it, you should ensure that the information is securely disposed of.

## Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 5?
- If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?
- Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- Have you provided as much information as possible to enable us to find the data you require?

## Please send your completed form, proof of identity to:

Assessor & Electoral Registration Office

Governance Team

17A South Gyle Crescent

Edinburgh

EH12 9FL

Tel: 0131 344 2500

Email: [governance@lothian-vjb.gov.uk](mailto:governance@lothian-vjb.gov.uk)

# Subject Access Request

## Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Surname Name:	
Previous Surname Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):	...../...../.....

## Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	

# Subject Access Request

## Section 3 – Proof of the applicant’s identity

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence or identity card**

**List A (photocopy/ scanned copy of one from below)**

**List B (plus one from below) \***

Passport	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo card part of current driving licence	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Biometric residence permit (UK issued only)	<input type="checkbox"/>	Credit card statement	<input type="checkbox"/>
Northern Ireland Electoral ID card	<input type="checkbox"/>	Council Tax statement	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	Utility bill	<input type="checkbox"/>
	<input type="checkbox"/>	P45 or P60 statement	<input type="checkbox"/>

## Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):


## Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Lothian Valuation Joint Board may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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## Section 6 – Representative Details

(If completed Lothian Valuation Joint Board will reply to the address you provide in this section)

Name of Representative:	
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# Subject Access Request

Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

## Section 7 – Proof of the Representative’s identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence or identity card**

### List A (photocopy of one from below)

### List B (plus one original from below)

Passport	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo card part of current driving licence	<input type="checkbox"/>	Bank or Building Society statement	<input type="checkbox"/>
Biometric residence permit (UK issued only)	<input type="checkbox"/>	Credit card statement	<input type="checkbox"/>
Northern Ireland Electoral ID card	<input type="checkbox"/>	Council Tax statement	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	Utility bill	<input type="checkbox"/>
	<input type="checkbox"/>	P45 or P60 statement	<input type="checkbox"/>

## Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 2018.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

# Subject Access Request

## Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):