

**SUBJECT ACCESS REQUEST FORM**

Please provide as much information as possible to enable the Tay Road Bridge Joint Board to respond to your Subject Access Request as fully as possible within the one calendar month timescale. The one calendar month timescale will commence as soon as requesters receive an acknowledgement of their request; this is normally the day after a request is received.

Please not that to avoid personal data about one individual being sent to another, we may require requesters to provide evidence, including verbal evidence, in relation to their identity.

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| **Name:** |  | |
| **Address:** |  | |
| **Contact Telephone Number(s):** |  | |
| **Email Address:** |  | |
| **Payroll Number:** |  | |
| **Details of the Specific Information you Require eg. Personnel File:** |  | |
| **Any Relevant Dates:** |  | |
| **Any Other Specific Information:** |  | |
| **How Would You Like the Information to be Provided? Please note if your request comes in electronically, then we will respond electronically.** |  | Electronically by email eg. PDF |
|  | In hard copy format |
|  | Direct access to data to be provided (if this service is available) |
| Please submit this form directly to [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk) or pass a hard copy of this form to the Administration Office, who will pass to the Bridge Manager for processing.  Thank you. | | |

Subject Access Request Forms are available:

* On the Tay Road Bridge website
* At the Administration Office, Tay Road Bridge

Forms can be completed and submitted directly to Alan Hutchison, Bridge Manager or alternatively requests can be made via [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)

**Frequently Asked Questions**

***Who should Subject Access Requests be sent to for central recording and processing?***

Please send such requests to the Tay Road Bridge Manager who can be contacted at [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)

***Can a Subject Access Request be made on behalf of others?***

Yes. This could be a solicitor acting on behalf of a client or simply be that an individual wants someone else to act for them. In these cases, the Tay Road Bridge Joint Board needs to be satisfied that the third party making the request is entitled to act on behalf of the individual, but it is the third party’s responsibility to provide evidence of this entitlement. This might be a written authority to make the request of it might be a more general power of attorney. If you think an individual may not understand what information would be disclosed to a third party who has made a Subject Access Request on their behalf, you may send the response directly to the individual rather than to the third party. The individual may then choose to share the information with the third party after having had a chance to review it.

***What if we receive a Subject Access Request for information about children?***

Even if a child is too young to understand the implications of subject access rights, data about them is still their personal data and does not belong to anyone else, such as a parent or guardian. So it is the child who has a right of access to the information held about them, even though in the case of young children these rights are likely to be exercised by those with parental responsibility for them.

Before responding to a Subject Access Request for information held about a child, you should consider whether the child is mature enough to understand their rights. If you are confident that the child can understand their rights, then you should respond to the child rather than the parent.

In summary, the following needs to be considered:

* the child’s level of maturity and their ability to make decisions like this, age of consent in relation to data under GDPR is 13 years old;
* the nature of the personal data;
* any court orders relating to parental access or responsibility that may apply;
* any duty of confidence owed to the child or young person;
* any consequences of allowing those with parental responsibility access to the child’s or young person’s information; this is particularly important if there have been allegations of abuse or ill treatment;
* any detriment to the child or young person if individuals with parental responsibility cannot access this information; and
* any views the child or young person has on whether their parents should have access to information about them.

***How do I recognise a Subject Access Request?***

If a request has been received requesting personal data then this is a Subject Access Request. However, individuals may refer to other Acts/Regulations within their communication; this does not matter the Subject Access Request should be dealt with in the normal way.