

Requesting information about how the Commission processes my personal data

If you want copies of the information we hold about you, please complete our Subject Access Request or SAR form.

It may be useful for you to read the privacy statement on our website or watch our video online as this explains more fully how we protect and manage your personal data and may answer the questions you have about how we process your data.

We will try to respond promptly to any requests for more information about how we process your personal data that we receive and within one month of us receiving this completed form and a copy of proof of your identity.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly. If you chose not to complete the form, you will still need to provide us with proof of identity in most circumstances.

Please tell us what information you would like about the collection and processing of your data

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data
- How long we keep your data

Please complete the following.

Full name: <i>(including any name/names you have used previously)</i>
Address:
Contact telephone number:
Email address:

PROOF OF IDENTITY

To ensure we are releasing information to the right person, we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1) Proof of Identity: passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address: utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old)

If you are unable to provide proof in either or both of the above categories, we will accept a recent photograph, signed on the back by someone who has known you for 5 years or more. If this is the case, please ask the person to complete the section below.

I confirm that I have known the applicant for more than 5 years and can confirm that the photograph supplied is a true likeness of them. Please complete and sign below.	
Name of applicant	
Your relationship to the applicant and contact email address	(e.g.) friend, advocate, doctor, lawyer etc.
Name and signature of the person verifying identity	

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Declaration

Please note that any attempt to mislead may result in prosecution.

I certify that the information given in this application to the Mental Welfare Commission for Scotland is true.

I understand that it is necessary for Mental Welfare Commission for Scotland to confirm my identity and, occasionally it may be necessary to obtain more detailed information in order to provide you with the information you are seeking.

Signed..... **Date**