



## DATA PROTECTION DISCLOSURE FORM

Please complete this form if you want us to supply you with personal data that we hold about you. You have rights to receive information we hold about you under the Data Protection Act 2018 (“the Act”) and the General Data Protection Regulation (GDPR). This is often called a “Subject Access Request”. Further information on your rights in this area is available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### Response time

We will endeavour to respond promptly and in any event within one calendar month of the following:

- Our receipt of your request; or
- Our receipt of any further information which has been requested from you to enable us to complete your request (e.g. proof of identity).

In some limited circumstances we may inform you that we consider your request will require a longer period of time (up to three months in total) for a response.

### Identity

For your own protection we need to be satisfied of your identity. We will normally ask you to provide us with two forms of identification: copies of TWO official documents must accompany your application, which between them clearly show:

- Your name
- Your date of birth and
- Current address

One of these documents must include a photo ID (a scan is acceptable).

For example, please provide a photocopy of a driving licence, birth/adoption certificate, passport and any other official document that shows your name and address. If we are not satisfied as to your identity, we reserve the right to refuse to process your request.

Once satisfied with the identification provided it will be deleted from our systems/ confidentially disposed of and not retained any longer than required by SCTS.

*The SCTS holds a substantial amount of data, much of which is held in paper*

records. The following questions are designed to assist us in locating your information. Please answer as fully as possible.

**Information to help process your request:**

Name:

Address:

Postcode:

Email address:

(optional) Please describe the identification documents provided:

Document 1

Document 2

If the information you request is of a confidential nature, we may contact you and ask you to provide further information to verify your identity.

Please note that there are some circumstances in which we may require more time to locate your information or where material cannot be provided, for example where disclosure might have an adverse impact upon on-going proceedings or where the personal data of other persons is also featured. If the information you request reveals details directly or indirectly about another person, we may not be able to provide that information without their consent. If we are not able to disclose information to you, you will be informed promptly and given full reasons for that decision.

If you are making a Subject Access Request on another person's behalf, please provide proof of their identity alongside your written authorisation to act upon their behalf.

The SCTS will endeavour to present your information in a suitable format and take account of your preferences. We will not send sensitive material by email across the internet unless you indicate that you are willing to accept any risks involved.

**Information to help us identify your personal data**

The more information you can provide us about your interaction(s) with the SCTS, the easier it will be for us to locate your information.

*Court and tribunal cases:*

If you are interested in a particular court case or tribunal hearing, please provide as much information as you can –e.g. the case number and name of case, the approximate date(s), the relevant court / tribunal (if applicable) and your address at the time:

*Please provide a general description of the information sought:*

*Paper/electronic records*

1. To assist us in locating your information, please answer the following questions as far as is possible:

1.1. Do you know if the information is held in the form of e-mails or other electronic format?

No  (if no please move on to 1.2)                      Yes  (if yes please detail as points a - d)

- (a) The names of the authors and recipients of any messages
- (b) The subjects of any emails
- (c) The dates/range of dates when any messages were sent; and
- (d) Any additional information you believe may assist in a search



1.2. Is the information held in paper files?

2. Have you made an identical or similar request within the past 12 months?

Yes

If so, when?

No

*Information on data processing by the SCTS (please see our [Privacy Notice](#))*

3. If you would like information on the following points, please tick the relevant boxes:

Why we are processing your personal data

To whom your personal data may be disclosed

The source of your personal data

**I confirm that this request is in respect of my own personal data (or that I am acting under their formal authorisation).**

**Signed** ..... (Electronic signature accepted)



Dated .....

Please return this form to:  
The Data Protection Manager,  
Scottish Courts and Tribunals Service,  
N1 Spur, Saughton House,  
Broomhouse Drive,  
EDINBURGH, EH11 3XD  
or email to [dpo@scotcourts.gov.uk](mailto:dpo@scotcourts.gov.uk)

If you have any queries, please call on: 0131 444 3311

If, when you have received the requested information, you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we may have passed inaccurate information about you to someone else:

then you **should** notify our Data Protection Manager at once, giving your reasons. We will then review the information and may amend your personal data in accordance with your wishes. Alternatively, we may notify you, giving reasons, as to why we believe the information which we hold about you is in fact accurate and relevant and is being processed for fair and lawful purposes.

### How to complain

If you are not satisfied with our handling of your request please note that you can contact the Information Commissioner's Office (ICO) to report your concern, the details for contacting the ICO are below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Or online via their website [www.ico.org.uk](http://www.ico.org.uk)