## DATA SUBJECT ACCESS REQUEST

1. DATA SUBJECT DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Other: [ ]  |
| **Surname** |  |
| **First name(s)** |  |
| **Current address** |  |
| **Telephone number:**  |  |
| **Home** |  |
| **Work** |  |
| **Mobile** |  |
| **Email address** |  |
| **Date of birth** |  |
| **Details of identification provided to confirm name of data subject:** |  |
| **Details of data requested:** |  |

* 1. DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

|  |  |
| --- | --- |
| Are you acting on behalf of the data subject with their *[written]* or other legal authority? | Yes [ ] No [ ]  |
| If ‘Yes’ please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) |  |
| **Please enclose proof that you are legally authorised to obtain this information.** |
| **Title** | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Other: [ ]  |
| **Surname** |  |
| **First name(s)** |  |
| **Current address** |  |
| **Telephone number:**  |  |
| **Home** |  |
| **Work** |  |
| **Mobile** |  |
| **Email address** |  |

1. DECLARATION

I, ………………………………………………………, the undersigned and the person identified in (1) above, hereby request that Glasgow Science Centre provide me with the data about me identified above.

Signature: Date:

I, ………………………………………………………, the undersigned and the person identified in (1.1) above, hereby request that Glasgow Science Centre provide me with the data about the data subject identified in (1) above.

SUBMISSION INSTRUCTIONS

Please submit the completed form along with the required identification and proof of authorization (if applicable) to the following:

Email: data.protection@glasgowsciencecentre.org

Postal Address: Glasgow Science Centre, 50 Pacific Quay, Glasgow, G51 1EA

ADDITIONAL INFORMATION

For more information about your data protection rights and how we handle your data, please visit our website at [www.glasgowsciencecentre.org/privacy](http://www.glasgowsciencecentre.org/privacy) or contact our Data Protection Officer at data.protection@glasgowsciencecentre.org

PREFERRED FORMAT FOR RECEIVING DATA

Please specify the preferred format for receiving the requested data:

Electronic ☐ Hard Copy ☐