

Data Subject Access Request (SAR) application

Complete this form to obtain your own personal data held by COPFS.

If you would like someone else to write to us on your behalf, complete the consent form at section 4 below.

You can use the F11 key to navigate through this form or click into the relevant fields to enter details.

# Section 1 – Your information

The information requested below helps the Crown Office and Procurator Fiscal Service (COPFS) to:

* satisfy ourselves as to your identity and
* find any data about you that we have.

## Your name and date of birth

Forename:

Surname:

Date of birth (dd/mm/yyyy):

## Your place of birth

Town:

County:

Country:

## Your current address

## Your contact details

Telephone number:

Email address:

### How we should contact you if we require further information?

Telephone

Email

Letter

Other (tell us how)

### How should we issue your data response?

Email

Letter

Please note that Data Subject Access Request responses can be sent by email.

You will be required to create an account with Egress. Creating an account with Egress is simple and at no cost. To create an account please follow the instructions on the following link:

[How to create an Egress Account](https://support.egress.com/s/article/How-to-create-an-Egress-account)

Once you have created your account, please confirm your email address where applicable on this form and your response will be issued in this way.

If you require your response by mail, most will be sent by recorded delivery by Royal Mail. Packages for international delivery to certain countries may be required to be issued through an alternative courier. Where this applies, we are able to provide you with a full tracking reference if required.

### Do you have any additional support needs?

For example, large font; braille; help with writing your complaint or a translated form.

## Acting on behalf of someone else - Delegated representative

You should make sure that the person you represent has completed and signed the consent form at Section 4 below. Otherwise COPFS cannot discuss this Data request with you.

#### Who have you been delegated to represent?

#### 

# Section 2 – Information required

Provide as much of the following information as you can.

## Why do we hold information on you?

Were you:

* an accused in a criminal case?
* a victim or witness in a criminal case?
* a relative of a person who died?
* involved in another way?

If you were involved in another way, give details:

## Do you have any reference numbers?

Procurator Fiscals Ref:

Police:

Court:

IGU:

If you do not have any reference numbers, do you have the following?

Name of the accused or person who died (if relevant)

The charges/crime (if known) e.g. assault theft etc.

### Any other information that you can provide about the case

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# Section 3 – Proof of identity

To help establish your identity, copies of two official documents must be sent with your application form. These documents, between them, must show:

* Your name
* Date of birth
* Current address

Examples of official documents we accept are:

* a photocopy or scanned copy of a driving licence
* birth/adoption certificate
* passport
* bank statement
* council tax or utilities document
* another official document which shows your name and address

# Section 4 - Obtaining consent mandate (acting on behalf of someone else)

## Delegated representative consent

We know that not everyone is comfortable or confident about making a Data Subject Access Request. However, we are unable by law to provide personal information to another person without your consent.

If you would like someone else to write to us on your behalf, complete the consent form below.

#### Your name:

#### Your address and post code:

I authorise (name of representative):

Who lives at (their address and contact details):

To make Data Subject Access Request (SAR) on my behalf to the Crown Office and Procurator Fiscal Service (COPFS).

I understand that this may result in COPFS disclosing to my representative personal information relating to myself and the request I am making.

## Declaration – to be signed by the applicant

The information which I have supplied in this application is correct and I am the person to whom it relates.

#### Your signature

#### Date

### Warning

A person who impersonates or attempts to impersonate another with the intention of obtaining information to which he or she is not entitled may be guilty of an offence.

# Section: 5 - Submitting your Data Subject Access Request form

Send the completed form either by email to [SubjectAccessRequests@copfs.gov.uk](mailto:SubjectAccessRequests@copfs.gov.uk) or in writing to:

Information Governance Unit

Policy Division

Crown Office

25 Chambers Street

Edinburgh, EH1 1LA.

General advice on the Data Protection Act 2018 can be obtained from the [Information Commissioner Office (ICO) website](https://ico.org.uk/) or by writing to:

The Information Commissioner Office

Wycliffe House

Walter Lane

Wilmslow

Cheshire

SK9 5AF.