



## DATA SUBJECT RIGHTS FORM

**NOTE: This is not a mandatory form. Data subject requests will be accepted in other formats, however, using this form will assist SPT in understanding your request, and in dealing with your request quickly and efficiently.**

You have a number of rights in relation to personal data held about you by SPT, namely the right to:

- Request rectification of personal data;
- Request erasure of personal information;
- Object to the processing of personal information, in certain circumstances;
- Request the restriction of processing of personal information;
- Request the transfer of personal information to another party, in certain circumstances; and
- Request not to be subjected to automated decision making.

These rights are not absolute. We may be unable to comply with your request in certain circumstances, including where one of the exemptions in the relevant legislation applies.

If you wish to request access to your personal data that SPT holds, you should fill in a separate SAR Form, which is available on our website and from our Reception at 131 St Vincent Street, Glasgow, G2 5JF.

Otherwise, please use this form to tell us which right(s) set out above you are seeking to exercise. We may require proof of identity before processing your request.

If we consider that your request is manifestly unfounded or excessive, we may require you to pay a fee or we may refuse to comply. In all other cases, no fee will be chargeable.

A request to exercise these rights should be made to SPT's Information Governance Officer and you can submit your request as follows:

- a) Via email to [infogov@spt.co.uk](mailto:infogov@spt.co.uk) ; or
- b) Via post to 131 St Vincent Street, Glasgow, G2 5JF, marked for the attention of the Information Governance Officer.

If you are dissatisfied with our response to your request, please write to Valerie Davidson, Chief Executive, 131 St Vincent Street, Glasgow, G2 5JF, setting out the reasons why you are dissatisfied.

You are also entitled to make a complaint to the Office of the Information Commissioner. Further details can be found at <https://ico.org.uk/concerns/>.

## Applicant details

Please state your full name and indicate which name, combination of names, variant spellings of your name or nicknames we may require to search for. Please also tell us how you would like your response to be issued to you (email/paper) and please provide your contact information here.	

## Type of request

Please indicate which of your data subject rights you are seeking to exercise:

<input type="checkbox"/>	Rectification of personal data	<input type="checkbox"/>	Erasure of personal data
<input type="checkbox"/>	Objection to processing	<input type="checkbox"/>	Restriction of processing
<input type="checkbox"/>	Transfer of data	<input type="checkbox"/>	Objection to automated decision making

## Rectification of personal data

Please use this section to tell us what personal data you believe SPT holds about you that is incorrect and what we need to rectify. If possible, please also tell us where you believe the incorrect data is held, e.g. which department or type of file.


## Erasure of personal data

Please use this section to tell us what data you wish to be erased and, if possible, where you believe the data is held. Please tell us why you believe it is no longer necessary for SPT to process this data and/or why you believe our processing is not lawful.


**Objection to processing**

Please use this section to tell us why you object to SPT processing your data, what data you object to us processing and, if possible, where you believe the data is held.


**Restriction of processing your personal data**

Please use this section to tell us why you would like SPT to restrict its data processing in respect of your data, how you would like us to restrict our activities, which data this refers to and, if possible, where you believe the data is located.


**Transfer of data**

Please use this section to tell us what personal data you wish SPT to provide to you so you can transfer it to a third party.


### Objection to automated processing

Please use this section to tell us what data you believe is being subjected to automatic decision making and why you no longer wish SPT to do this.


### Declaration

I have read and understood this form and the information I have supplied is correct.

Signature		Date	
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### INTERNAL USE ONLY

If identity documents are required, please indicate which document was checked:

<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>	Passport
Signature		Date	