



SOUTH LANARKSHIRE
Leisure & Culture

Request for access to information

You can complete this data protection request form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters.

Under the Data Protection Act 1988, people have the right to ask us whether we hold their personal data and see a copy of that information. These people are referred to as "data subjects".

If you require copies of information we may hold about you as a data subject or if you have a data subject's consent or the legal authority to request it for them, please complete all relevant sections below and return this form together with the necessary verification details. A response will be provided within 30 days of receipt of the completed form and proof of identity.

For further information please phone 01698 476101 and ask to speak to the FOI Co-ordinator or email customer.services@southlanarkshireleisure.co.uk.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone 01698 476262 or email customer.services@southlanarkshireleisure.co.uk

Your full name:

Your address:

Please provide an address to which a response is to be sent if different from your address previously given

Are you asking for the information of behalf of someone else? Yes No

Please note: If yes, please complete the next two boxes. Please also enclose a copy of the consent/authorisation for you to make this request, for example, a letter signed by the person concerned authorising you to make the request on their behalf. If you cannot provide consent you may be asked for further information.

If no, please do not complete the next two boxes

The data subject's full name:

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The data subject's address

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Please provide a description of the information required

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Please provide any additional details of you/the data subject (such as birth, previous names, previous addresses, relevant dates, contact names, references etc.) that may assist us in locating the information:

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Please return this form with two items of identification of the person making the request

Item 1 (e.g. passport)	Item 2

Signature	Date
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Return the form and all relevant information to **FOI Co-ordinator, South Lanarkshire Leisure & Culture Ltd, Floor 1, North Stand, Cadzow Avenue, Hamilton, ML3 0LX.**

You can get further information on your rights to access information from the Information Commissioner at www.ico.gov.uk



South Lanarkshire Leisure & Culture Ltd (SLLC) is a Data Controller in terms of the Data Protection Act 1988

The information supplied to it in connection with a subject access request will only be used for that purpose. SLLC keeps all subject access requests and supporting information for three years after the request has been answered.