

**Subject Access Request Form**

**Before You Start**

The Pension Fund collects and holds certain personal data about our members which is used to administer and pay member benefits (e.g. name, address, DoB etc). As a data subject, under the UK General Data Protection Regulation, you have certain legal rights including the right to find out about how your personal information is being used; how it is processed, what it is used for, whether it is shared or transferred and how long it is held for.

**Subject Access Requests (SARs)**

To submit a Subject Access Request:

* you are required to submit a signed written request; or
* you can complete our optional form (attached); or
* you can make a verbal request over the telephone/in person.

The Fund will carry out sufficient checks, where necessary, to confirm the requestor’s identity and we may need to request further proof of identity.

The Fund will not charge for a Subject Access Request under normal circumstances. However, we reserve the right to charge a **reasonable fee** for requests that are considered manifestly unfounded or excessive (in particular if they are repetitive).

Subject Access Requests should always be sent directly to:

NESPF

Level 1, 2MSq,

Marischal Square,

Broad Street,

Aberdeen, AB10 1LP

Email: pensions@nespf.org.uk (sending information by this means is not secure)

Helpdesk: 01224 045 045

**Marked “For the attention of the Governance Manager**”.

We will respond to all subject access requests within **one month** of receipt. However if we require more information from you, or if your request is complex and we require more time to respond fully we will let you know in writing.



**Subject Access Request Form**

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| --- | --- |
| **YOUR DETAILS\*** |  |
| **Title:** |  |  |
|  |  |  |
| **First Name:****(and middle name if relevant)** |  |  |
|  |  |  |
| **Surname:****(and previous surname if relevant)** |  |  |
|  |  |  |
| **Date of Birth:** |  |  |
|  |  |  |
| **National Insurance Number:** |  |  |
|  |  |  |
| **YOUR CONTACT DETAILS** |  |
| **Address:** |  |  |
|  |  |  |
| **Telephone No:** |  |  |
|  |  |  |
| **Email Address:** |  |  |
|  |  |  |

**\*Data Protection Note**

**The Fund collects and holds certain information about you which is required to administer your LGPS pension benefits, by providing the above personal information you consent to us retaining this form as a record of your Subject Access Request and to allow us to contact you (by post, email or telephone).**

**All data is managed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation. You can find out more about how your data is used and protection by reading our Privacy Notice which is available on our website.**

**Information being requested**

Please provide specific details of the information being requested and any additional information we may need to locate your personal data and to confirm your identity. We may need to contact you for more information to confirm data you have provided or clarify aspects of your request. For example, if you have changed your name we will require proof of this change such as a copy of your marriage certificate. If you need to provide more details a separate sheet of paper can be attached.

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**Declaration**

**I declare that the information provided by me is correct to the best of my knowledge and that I am entitled to apply for access to the data referred to under the General Data Protection Regulation.**

**Please note: If applying on behalf of another individual, confirmation of your authority to request/receive said information must be attached e.g. Power of Attorney, signed letter of authority.**

Name (PRINT NAME) ………………………………………………………………….

Signature ……………………………………………………………………………………

Date …………………………………………………………………………………………..