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**SUBJECT ACCESS REQUEST FORM**

Data protection laws give you a right of access to personal information we hold about you.

If you would like to access personal information that Highlands and Islands Enterprise (HIE) holds about you please complete this form and return to the address overleaf. We will endeavour to respond promptly and in any event within one month of the latest of the following:

* Our receipt of this request; or
* Our receipt of any further information from you which is required to enable us to comply with your request, for example, proof of your identity. If we are not satisfied that you are who you say you are, we reserve the right to refuse to grant your request.

Please complete this form in BLOCK CAPITALS and using black ink.

Full name: Tel: Address:

E-mail:

Postcode:

Please provide a description of the sort of personal data which you are seeking and the dates from which we should search. We also reserve the right, in some instances, not to provide you with copies of the information requested if to do so would take “disproportionate effort”.

To help us find the information you want to see, please give as much of this information as you can:

In what connection have you been in contact with HIE?

Which HIE area office were you in contact with?

In what year were you in contact with HIE?

What references are given on letters to you and other documents ?

Please provide any other information which might assist us in our search:

If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

I confirm that I have read and understood the terms of this subject access form.

Signed

Dated

Please return this form to:

Customer Service Improvement Manager

Highlands and Islands Enterprise

An Lochran

10 Inverness Campus,

Inverness

IV2 5NA

01463 383073

customer.service@hient.co.uk

If you have any queries, please contact us using the details above. If, when you have received the requested information, you believe that:

* The information is inaccurate or out of date; or
* We should no longer be holding that information; or
* We are using your information for a purpose of which you were unaware; or
* We may have passed inaccurate information about you to someone else;

then you should notify our Customer Service Improvement Manager at once, giving your reasons. We will then review the information and may amend your personal data in accordance with your wishes. Alternatively, we may notify you, giving reasons, as to why they believe the information which we hold about you is in fact accurate and relevant and is being processed for fair and lawful purpose.