



Subject Access Request Application Form

Request for personal information held by VCA

My full name (and company name if applicable)

Address of where I want the information sent to:
(Email or Postal address)

- Please note that VCA may also need to verify your identity by obtaining copies of your photo id or a utility bill as proof of your address

What information do you require, wish to be rectified or wish to be erased?

- This should be limited to your personal information. If you require information that is not your personal information, we may need to deal with this differently. For example, as a Freedom of Information request
- Please also include the individuals or departments you had dealings with to allow us to target our searches to locate the information concerned.
- If you are able to specify a date range for us to search then that may also speed up our search. For example, "01/01/17 to 30/06/17" or "01/04/17 to the date of this request".

Any other information that might assist our search? (i.e. account number, customer reference number etc.)

Please submit this form to VCA at the above address or by email*: dpa@vca.gov.uk

*Note that emails are not always secure. To ensure your personal information is kept safe we recommend that you use the encryption settings in your email handler before sharing personal data in this way.

Notes

VCA will only hold personal information that it has received as part of a request in respect of one of the services it offers, or otherwise has been sent a request for information. VCA does not collect citizen information or hold it on behalf of other areas of government e.g. DVLA, DVSA, DfT etc.

Receiving a response

You should normally expect to receive a response to this request within one calendar month.

VCA will:

- Tell you what information about you that it holds;
- Tell you how you can access your personal data; provide a digest of that data or copies of what is held;
- Provide other supplementary information about the data as required.

Your rights also extend to the following activities:

- the right to request rectification;
- the right to request erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object to the way your data is being processed; and
- the right not to be subject to automated decision-making including profiling.

Further information can be found on the ICO website: <https://ico.org.uk/>

Verifying your identity

VCA will take reasonable steps to check your identity. If the details you have provided above are already recorded, then that should be sufficient. Otherwise VCA will contact you to request further information to confirm your identity. This may include photographic ID such as a photocopy of a driving license or passport.

Privacy Information

The personal information you have provided in this form has been provided to allow VCA to process your application. Details of how this data will be handled, stored and used can be found in our "[Privacy Notice](#)" (please follow the link). If you are not completing this form electronically and would like us to send you a hard copy of the Notice, then please contact the Data Protection Manager, VCA, 1 The Eastgate Office Centre, Eastgate Road, Bristol BS5 6XX and we will be pleased to send you a copy.

Note: If you are completing this form in a web browser (not Adobe Acrobat), the 'Submit by Email' button may not be compatible with your browser. If you experience difficulties using this button, please save the completed form in your browser and manually attach the file as a PDF to a new email. The completed form should be sent to dpa@vca.gov.uk

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