

## **How to make a subject access request**

You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act.

If we do hold information about you we will:

- give you a description of it
- tell you why we have it
- tell you who it could be given to
- let you have a copy of the information in an intelligible form

We handle all information in a manner that respects the rights of individuals and which complies with the requirements of the Data Protection Act.

## **How to make a Subject Access Request**

You should write to DFID at the address below providing the following information:

- your full name and address;
- details of the information you want. Please be as specific as possible, and if it isn't obvious, explain why you expect us to hold your personal information;
- two forms of identification, for example, a copy of your driving license, birth certificate, passport (copy of the page giving personal details) or recent utilities bill.

There is also a £10 fee which must be paid before we can begin to process your subject access request. Cheques should be made payable to 'Department for International Development' or 'DFID'. If you would rather pay by BACS please contact us at the address below and we will provide you with DFID's bank details.

## **How and where to send your request**

Please send your request, two forms of identification and the £10 fee to:

Data Protection Officer  
Information Rights and Public Enquiries Team  
Department for International Development  
Abercrombie House  
Eaglesham Road  
EAST KILBRIDE  
Glasgow  
G75 0NH

[foi@dfid.gov.uk](mailto:foi@dfid.gov.uk)

We will process your SAR in accordance with the DPA and provide you with a response within 40 calendar days of receipt of all the relevant information detailed above.