How to make a Data Subject Request

You have the right to request access to the information we hold about you, and to check that it is being processed lawfully. Requesting access to your personal information is known as a Subject Access Request (SAR). 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 data protection legislation.

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.

How and where to send your request

Please send your request and two forms of identification to:

Information Rights Team
Department for International Development
Abercrombie House
Eaglesham Road
EAST KILBRIDE
Glasgow
G75 8EA

sar@dfid.gov.uk

We will process your SAR in accordance with the data protection legislation and provide you with a response within one month of receipt of all the relevant information detailed above.