

**Community Housing
Data Protection Act 2018 – Subject Access Request Form**

The Data Protection Act 2018 provides individuals with rights over how their personal data is processed. These rights entitle you to a description of your personal data which we hold; the purposes for which it is used; and to whom your data may be disclosed. You are also entitled to obtain the personal data we hold on you.

To enable us to respond efficiently to your request, please

1. Complete the relevant sections of this form
2. Enclose a copy of the identification documents requested

Send the completed form and a copy of documents to:-

**The Company Secretary
Community Housing
3 Foley Grove
Foley Business Park
Kidderminster
Worcestershire
DY11 7PT**

If you are the Data Subject (you are requesting your own personal data that we hold) then please complete sections A, B and C.

If you are requesting the Personal Data on behalf of someone else, then please complete sections A, B & D and enclose proof that you have authority to act on behalf of the data subject.

Section A - Data Subject's details	
Full Name:	
Address:	
	Post Code:
Tel:	Mobile:
Email:	
Are you:	
A current or former Group resident	<input type="checkbox"/>
A current or former employee	<input type="checkbox"/>
Another individual (please tell us your connection with the Group)	

Please provide a copy of a document that verifies your name and address, such as a copy of your driving licence, a utility bill, council tax bill etc.	

Section B - Personal Data you are requesting

Please use this section to tell us what personal data you would like to see.
“Personal Data” means information relating to the Data Subject as an individual.
Please be as specific as possible as this will help speed up our response.

Details of information requested (with dates)

Please indicate under which service/s your request falls and what data and/or documents you would like to see:-

Service	Information/documents you would like to request
Allocations, Lettings and transfers	
Anti-social behaviour	
Collection of rent or service charge	
Customer relations (a complaint you have made)	
Tenancy	
Other (please specify)	

Please use this space to include any notes to help us locate the information you are requesting, for example by listing the specific documents or information that you would like disclosed

Section C – Data Subject Declaration

I confirm that I am the Data Subject and that the information given on this form is correct

Signed:

Date:

Name (please print):

Section D – Requests made on behalf of someone else This section should ONLY be completed when someone is acting on behalf of the Data Subject (i.e. a request by a third Party)

Full name:	
Address:	
	Post Code:
Tel:	Mobile:
Email:	
Relationship to Data Subject:	
Signed:	Date:

Please provide proof of the Data Subject’s identity (i.e. a copy of their driving licence, a recent utility bill or council tax bill) and your authority to act on their behalf

Checklist - Please ensure that you have provided us with the following:

- Description of the Data you require
- Dates relating to the Data you require
- Proof of identity
- Signed declaration (section C or D)
- Authority to Act (third party requests only)

Please send the completed form and required documents to **The Company Secretary, Community Housing, 3 Foley Grove, Foley Business Park, Kidderminster, Worcestershire. DY11 7PT**

Please note:

Information requested on behalf of the Data Subject can only be processed if written consent is enclosed with this form the Company reserves the right to obscure or suppress information that relates to third parties. Personal Information collected on this form is required to enable your Subject Access Request to be processed, and will only be used in connection with this request.

Office use only

Date request received:
Date completed:
Notes: