

Subject Access Request Form

General Data Protection Regulation (GDPR) came into force on **May 25, 2018**, and was designed to modernise laws that protect the personal information of individuals. It also boosts the rights of individuals and gives them more control over their information.

This form will assist you in making a request for that information. You do not have to use it, but it will help us to help you if you do so. If you choose not to use the form, any request for information must still be in writing.

1. Details of the person requesting the information

Full Name _____

Address _____

Tel No. _____

E-mail _____

2. Are you the data subject? (this means are you the person about whom the information is being requested)

Please tick yes or no below, and remember to enclose the documents requested. Please do not send original documents through the post, unless you use registered post. If you bring original documents to the office, we will make a copy and return the originals to you.

☐ **YES:** I am the Data Subject and I enclose a form of identification. (acceptable forms are a birth certificate, driving license, National Insurance or NHS card). **If you answered YES, please go to question 4**

☐ **NO:** I am NOT the Data Subject but I am acting on behalf of him/her with written authority to do so. (Please enclose the original of the written authority and a form of identification for the Data Subject – i.e. a birth certificate, driving license, National Insurance or NHS card). **If you answered NO, please complete question 3**

3. Details of the Data Subject? (I.e. the person whose personal information you are requesting (if different from question 1)

Full Name _____

Address _____

Tel No. _____ E-mail _____

Please say briefly in the space below why you are seeking information on behalf of someone else.

4. Please describe the information you want as clearly as possible in the space below (Please be as specific as possible when completing this section. The more detail you can give, the quicker our response is likely to be. If you only require information for a specific period, please give the dates.

Declaration (to be completed by ALL applicants)

I certify that the information given on this form is accurate and true. I understand that it is necessary for Dalmuir Park Housing Association Ltd. to confirm my identity and that of the Data Subject (if different from myself) and that it may be necessary to obtain more detailed information in order to comply with this application.

Signature: _____

Date: _____

For assistance on completing the form or more information on the data we may hold on you please contact Corporate Services Officer, Beardmore House, 631 Dumbarton Road, Dalmuir G81 4EU 0141 952 2447

* We shall respond to you within 1 calendar month and this period will not begin until we have received satisfactory proof about your identity and that of the Data Subject (if different)

For more information on your rights to access personal data - <https://ico.org.uk/your-data-matters/your-right-of-access/>