

Data Subject Access Request

Under Data Protection Regulations you have the right to know whether we hold information about you. This means that you can ask for a description of the personal data which we hold, what purposes we use it for and who that data may be disclosed to. You are also entitled to a copy of your personal data.

You should receive a written response and a copy of any appropriate documents within 1 calendar month of us receiving this form.

Please be aware that requests may be refused where;

- **The information may cause harm to your mental or physical condition;**
- **Your identity has not been confirmed;**
- **Where requests are manifestly unfounded or excessive.**

To enable us to respond efficiently to your request please complete the details below:

Name:		
Address:		
Postcode:		
Email address:		
Telephone number(s):		
Date of birth		
Are you a tenant or leaseholder?	Tenant/Leaseholder	
Are you a joint tenant or leaseholder?	Yes/No	
If yes, give name of joint tenant/leaseholder		

Please give a general description of the information you want including dates (where relevant) and any other information which may help us to identify the information you require.

Data Subject declaration

I confirm that I understand the above and I am the data subject.

Signed.....

Date.....

This section is to be completed **ONLY** where someone is acting on behalf of (someone else) the data subject.

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name	
Contact address	
Postcode	
Telephone number	
Relationship to Data Subject	
Signed	
Date	

Office use:

Has the data subject been confirmed and identified as the individual they claim to be:

Yes/No

How:

Name:

Signed:

Date: