

Subject Access Request Form

The Data Protection Act 1998 entitles you to ask for a copy of any personal information we hold about you. In addition to the information itself, you are entitled to be told why we have the information, to whom we disclose it and where we obtained it from.

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.

If you need help completing the form, the Association can help you do this – we can fill out the form on your behalf and read it back to you before asking you to sign it.

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 originals or photocopies of 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 (for example, do you want to see a specific piece of information, or do you want to know what information we hold about you?)

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 Cernach 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: _____

Notes

- We are allowed to charge up to £10.00 for each application. We will advise you no later than 10 working days after receiving your request whether any charge will be made.
- We shall respond to you within 40 days and this period will not begin until we have received satisfactory proof about your identity and that of the Data Subject (if different) as well as the fee if chargeable.

Please return this completed form and supporting information to: -
Cernach Housing Association Ltd.
79 Airgold Drive
Drumchapel
GLASGOW
G15 7AJ