

# **SUBJECT ACCESS REQUEST FORM**

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## **Introduction**

Under the General Data Protection Regulations 2016 you, the data subject, have a right to receive a copy of the data/information we hold about you or you are able to authorise someone else to act on your behalf.

Please complete this form if you wish to see your data or if you are making the request on behalf of someone else. Your request will be processed within one month. There is no fee unless further copies of the same information have been requested or your request is excessive, in which case we may charge a reasonable fee based on our administrative costs.

**Please note that we may not be able to meet your request or provide a copy of the data in certain circumstances, for example:**

- **If it would involve a ‘disproportionate effort**
- **If the law prevents us from doing so**

## **Proof of Identity**

We require proof of your identification (one of which must be photographic) before we can disclose your personal data. Can you please therefore provide **two** different forms of identification from the list below:

- Current valid Passport
- Current UK/EU driving licence
- Utility bill (issued within last 3 months)
- Benefits/Pensions agency letter (issued within last 3 months)
- Current Council Tax bill
- Bank/Building Society statement (issued within last 3 months)
- Current house/motor insurance certificate
- Current residency permit issued by Home Office

- Birth/marriage certificate
- Travel card/Bus Pass
- Addressed Payslip (issued within the last 3 months)

(Please provide photocopies only – do not send original documents.)

Please note if you are making the request on behalf of someone else, we will need proof of identity from both yourself and the person whose data it is, together with: a signed letter of authorisation to act on their behalf from the person whose data is being requested; Lasting or Enduring Power of Attorney, Evidence of Parental Responsibility, etc.

### 1. Applicant Details

<p><b>1.1 Data subject details</b>          (Please enter your details. If you are making the request on behalf of someone else, please provide their details.)</p>
Surname/Family Name:
First Name(s):
If your name has changed or you are known by another name(s) please provide details:
Date of Birth:
Full Address:
Daytime Telephone No:
Email Address:
Preferred method(s) of contact: Tick all that apply. <input type="checkbox"/> Telephone

- Email
- Post

**1.2 Wrekin Housing Group Tenants/Residents (current & past). Please note if you are a joint tenant and are requesting data relating to both tenants, both tenants will need to complete a Subject Access Request otherwise we will only be able to provide copies of the data relating to the applicant.**

Are you a current or past Wrekin Housing Group resident:  
 Past  
 Current

Please provide the address(es) & postcode(s) of any Wrekin Housing Group property you lived in:

Please provide the dates you lived at the above address(es):

**1.3 Wrekin Housing Group Employees (current & past)**

Are you a current or past Wrekin Housing Group employee:  
 Current  
 Past

Employee Number:

Department & Job Title:

Dates of Employment:

#### **1.4 Third Party Details**

Please complete this section if you are **NOT** the Data Subject, but have been appointed to act on their behalf.

Surname/Family Name:

First Name(s):

Date of Birth:

Full Address:

Day time telephone number:

Email Address:

Preferred method(s) of contact:

Tick all that apply.

Telephone

Email

Post

Relationship to Data Subject:

## **2. Data required**

If you would like to see only specific document(s) or data between specific dates please give details in the box below as this will help us to respond to your request more quickly and efficiently. Please continue on a separate sheet if necessary.

## **3. Declaration**

**3.1 I confirm that the information I have provided on this form is true and accurate and that I am the person to whom it relates. I understand that the Wrekin Housing Group must confirm my identity before any data can be disclosed and that it may be necessary for me to provide more detailed information in order to locate the data requested.**

Please tick the box that applies below.

I confirm I am the person named in s. 1.1 and request that my data be sent to the address provided in s.1.1.

Or

I confirm that I am the person named in s.1.1 and request that my data be sent to the address of the third party given in s.1.4

Signed.....

Name: [block capitals].....

Date:.....

**3.2 This section is ONLY to be completed when you are acting on behalf of the data subject.**

I confirm that I am acting on behalf of ..... and have provided the necessary proof of my identity and authority to do so.

Signed.....

Name: [block capitals].....

Date:.....

**Checklist**

Before returning the form please check you have completed the following:

1.	You have fully completed the form	
2.	You have enclosed 2 relevant forms of ID (photocopies only please)	
3.	The declaration has been signed and dated by the person named in s.1.1	
4.	If you are making the request on behalf of someone else, you have provided the relevant authority to do so and have signed and dated the form.	
5.	You have provided as much information as possible to enable us to locate the data you require.	

**Please send your completed form and proof of identity to:**

**The Wrekin Housing Group Limited**

**Legal Department**

**Colliers Way**

**Old Park**

**Telford**

**TF3 4AW**

**Tel: 01952 217100.**