

**KNOWES HOUSING ASSOCIATION**

**SUBJECT ACCESS REQUEST FORM (SAR)**

**DATA PROTECTION ACT & GDPR**

Under the Data Protection Act and GDPR, you are entitled to request access to personal information held about you by Knowes Housing Association.

Completing this form will assist us in locating your information quickly and efficiently.

**Before completing this form please read the notes at the end of the document**

1. Details of the Data Subject

|  |  |
| --- | --- |
| Title (Mr. Mrs. Ms. Other) |  |
| Surname |  |
| First Name(s) |  |
| Date of Birth |  |
| Address (No./Street) |  |
| Address (Town/City) |  |
| Post Code |  |
| Telephone Number |  |
| Email |  |
| Previous address(es) |  |

1. Are you the Data Subject? (Please tick the appropriate box)

**YES** **□** If you are the Data Subject, please go to question 5.

**NO** **□** Are you acting on behalf of the Data Subject with their authority?

If so please provide evidence that you are legally authorised to obtain this information, for example, a signed letter of authority.

1. Details of the person requesting the information (if not the Data Subject)

|  |  |
| --- | --- |
| Title (Mr. Mrs. Ms. Other) |  |
| Surname |  |
| First Name(s) |  |
| Date of Birth |  |
| Address (No./Street) |  |
| Address (Town/City) |  |
| Post Code |  |
| Telephone Number |  |
| Email |  |

1. Please state your relationship with the Data Subject that leads you to make this request for information on their behalf, for example, parent, legal guardian, solicitor.

|  |
| --- |
|  |

1. Please help us to narrow down your request by informing use which parts of the Housing Association might hold information on you or the data subject. Please tick from the list below the services that you require us to conduct a search on :

|  |  |
| --- | --- |
| **□** Finance | **□** Housing Services |
| **□** Repairs and Maintenance | **□** Community |
| **□** Factoring Services  | **□** Corporate Services  |
| **□** Other – Please specify below |

1. Documents needed before we can process this request :
2. Evidence of Data Subject’s identify; original proof of identity and address is required to ensure that we only give information to the correct person, for example, a valid photo ID driving licence or passport **and** a recent utility bill, bank statement or Council Tax bill (no photocopies please) showing your name and address. These should be provided in person or by first class (RD) post.
3. Evidence of the Data Subject’s consent, for example, form of authority (if you are making the request on behalf of another);
4. Please read the following declaration carefully, then sign, and date it.

I ................................................................................. certify that the information supplied to Knowes Housing Association on this request form is true. I understand that it is necessary for the Housing Association to confirm my/Data Subject’s identify and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature : ..............................................................

Date : .......................................................................

Please bring (or post by first class recorded delivery) your completed form (along with evidence of identity to :

**Knowes Housing Association**

**10 Field Road**

**Faifley**

**Clydebank**

**G81 5BX**

**Marked for the attention of the Data Protection Officer**

**NOTES:**

**Data Subject:** The person that the information is about.

**Proof of Identification:** The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help ensure that we do not release your personal information to anybody else. Any documents you send to use will be returned to you.

**Previous addresses:** If the information you are requesting may have been collected whilst you were living at an address other than your current one, it may be useful to supply us with that address in order that we can access the information more quickly.

**Locating your records:**  Knowes Housing Association has a number of different service areas dealing with a diverse range of issues. Completing this section will ensure that your request is delivered to the correct area of the organisation and therefore dealt with more quickly and efficiently.

**Knowes Housing Association will not release information without proper authority and reserves the right to request further proof of authority or identity if necessary**