



DATA PROTECTION ACT 1998

SUBJECT ACCESS REQUEST FORM

I wish to make a Data Subject Access request in respect of data held under the Six Town Housing Register entry

.....
.....

I set out below details you require:

DETAILS OF APPLICANT

Full name

Current Address

Post Code.....

Daytime Tel Number

Previous address

(if appropriate)

Post Code.....

Are you a) the Data Subject YES / NO *
b) an Agent for the Data Subject YES / NO *

If you have answered YES to question b) above please obtain a signed Authority from the Data Subject on the final page of this form.

SUPPORTING INFORMATION

I can advise you of the following information which will enable you to locate the data relating to myself.

.....
.....
.....
.....
.....

DECLARATION

I hereby declare that I am the Data Subject / Agent of the Data Subject* and hereby request that you provide me with the relevant information under Section 7 (1) of the Data Protection Act 1998.

I request that you -*

- a) post the information to me at the above address
- b) notify me when the information can be collected

.....

(Signature)

*** Please delete as required**

DATA SUBJECT ACCESS REQUEST – AGENT

I authorise the applicant named overleaf to act as my agent regarding this Data Protection Subject Access Request.

Details regarding myself are –

Full Name

Address

.....

.....

Daytime Tel Number

SIGNED.....

(DATA SUBJECT)

DATA PROTECTION ACT 1998
SUBJECT ACCESS – NOTICE TO INDIVIDUALS

Under the terms of the Data Protection Act 1998, an individual is entitled to ask Six Town Housing for a copy of all the personal information that it holds about you for the purpose of providing a service. The information that an individual is entitled to receive includes a description of the purpose, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the “Right of Access to Personal Data”.

If you would like to access your personal data please complete the application form which accompanies this document.

Six Town Housing holds data to undertake a number of functions and it would assist us if you could advise us under which purpose/function you require the data and provide as much detail as possible on the application form to enable us to identify the data relating to yourself.