



## DATA PROTECTION

### SUBJECT ACCESS REQUEST FORM

This form is used by Six Town Housing to help you receive the information we hold and process about you, the data subject (i.e. the person whose information is held). Six Town Housing may charge an administration fee to facilitate the SAR if the request is very complex, or excessive.

To enable us to respond efficiently to your request, please complete all of the relevant sections of the form. If you are requesting the data on behalf of someone else also enclose proof that you have the authority to act on their behalf.

If you are the data subject, complete sections A, B and C. If you are acting on behalf of the data subject, complete sections A, B and D.

#### Section A – Data subject details

Data subject:

Current address:

Postcode:

Contact number:

Email address:

If you have moved since your details were given to Six Town Housing

Previous address:

Postcode:

#### Section B – Personal data you are requesting

Tell us what personal data you would like to see including any relevant dates, specific information or documents:

## Section C – Data subject declaration

I can confirm that I am the data subject and that the information provided on this form is correct:

Signed:

Date:

Name:

## Section D – Requests made on behalf of someone else

Name:

Address:

Postcode:

Email address:

Contact number:

Relationship to  
data subject:

I can confirm that I have been given the authority by the data subject named in section A to act on their behalf and that the information provided on this form is correct:

Signed:

Date:

Name:

### Send the completed form to –

Alison Leach  
Six Town Housing  
6 Knowsley Place  
Angouleme Way  
Bury  
BL9 0EL

Alternatively the form can be emailed to [enquiries@sixtownhousing.org](mailto:enquiries@sixtownhousing.org)

There may be occasions when we request proof of identity. An original copy must be presented to the employee dealing with your request to ensure that no data is being unlawfully disclosed.

**Notes** – Six Town Housing reserves the right to redact information relating to third parties where this is deemed necessary. Personal information used on this form is required to enable your subject access request to be processed, and will only be used in connection with this request.

Six Town Housing have **one month** to respond to the request from the day it is received. If clarification is sought in relation to the request this time period is deemed to have started from the day a satisfactory response is received. The response time can also be extended by two months where the request is complex, or you have made numerous requests.

### Office use only –

Date received:

By whom: