

# Data Subject Access Request

This form is to be used for the purposes of making a request under the Data Protection Act 1998 for your personal data that is held by A2Dominion Group.

## 1. About you

<b>Title</b>	Mr	Mrs	Ms	Miss	Other
<b>First name</b>				<b>Last name</b>	
<b>Address</b>					
<b>Postcode</b>				<b>Date of birth</b>	
<b>Phone number</b>					
<b>Email address</b>					
<b>Are you:</b>	A current or former tenant				Tenancy Agreement Ref
	A current or former employee				Employee number
If 'other', please specify					
<b>If we have any queries about your request, how would you like us to contact you?</b>					
	By email			By post	By phone

## 2. Are you the data subject?

**The Data Subject is the person whose personal information you are requesting.**

<b>Yes</b>	If you are the Data Subject please supply a proof of your identity, e.g. driving licence or passport (photocopies are acceptable). Please also complete the section 4 Declaration only.
<b>No</b>	Are you are acting on behalf of the Data Subject with their expressed permission or with the appropriate legal authority? If so, you will need to provide evidence/letter of authority (Power of Attorney, Guardianship, Signed consent etc.) Please also complete the section 5 Declaration.

Form continues on the next page.

# Subject Access Request (continued)

## 3. Information request

'Personal data' means information relating to the Data Subject as an individual and covers things like their tenancy details. It does not generally cover information relating to repairs, as this does not usually contain personal data.

Under the Data Protection Act 1998, you are entitled to see a copy of all personal data that A2Dominion holds on you. This must be within 40 days from receipt of your request, fee and proof of identity.

There are some conditions that might prevent us from completing some or all of your request. For instance, if the law prevents us from doing so.

**Please use this section to tell us what personal data you would like to see. Please be specific as it will speed up your response.**

### Departments or Services you have had a relationship with.

Anti-Social Behaviour	Care & Support	Complaints	Customer Services	Housing Repairs
Housing Rents	Housing Services	Human Resources	Leasehold Services	Sales & Marketing
CCTV	Other (please specify)			

## Further information or documents you would like to see

### Tenancy File

**Email address used** **Dates** **to**

**Phone numbers used** **Dates** **to**

### Letters

**Other (please specify)**

### For CCTV:

<b>Camera Location</b>	<b>Brief Description of Activity</b>
<b>Date Image Taken</b>	
<b>Time Image Taken</b>	

Form continues on the next page.

# Subject Access Request (continued)

## 4. Declaration of Data Subject

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it will be used for statistical and monitoring purposes.

**Signed**

**Date**

## 5. Declaration by a Third Party for a Data Subject

I confirm that I am acting on behalf of the data subject named in Section 1 and have supplied the proof of my authority to do so. I would like the personal data to be sent to me at the address stated below. I understand that the information I have supplied will be used to confirm the identity of the data subject and help locate the information I have requested. I also understand that it will be used for statistical and monitoring purposes.

**Name of agent/  
third party**

**Relationship to  
data subject**

**Address**

**Post Code**

**Telephone  
number**

**Signed**

**Date**

## Checklist

Completed  
form

£10 fee

Proof of  
identity

Authority  
to Act

# Subject Access Request (continued)

## Returning your form

Please send your completed form and supporting documentation requested in section 2 to:

**Company Secretary, A2Dominion Housing Group Ltd, The Point, 37 North Wharf Road, London, W2 1BD.**

Acceptable methods of payment are:

### Cheque or Postal Order

Made Payable to: *A2Dominion Housing Group Ltd*

### Bank Transfer

Account Number: 2062 1250

Sort Code: 20-47-23

Account Name: A2Dominion Group Ltd

Reference: Please state your First & Last Name followed by the word DPSAR

## For internal use only

Date recieved

40 day  
deadline date

Information  
request codes

Info provided by