

# Data subject access request

This form is to be used for the purposes of making a request under the Data Protection Act 2018 for your personal data that is held by A2Dominion Group.

1. About you	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other
Full name (Plain Text):	
Address:	
Post code:	
Date of birth:	
Phone number:	
Email address:	
Are you:	<input type="checkbox"/> A current or former tenant If so, please provide your tenancy agreement reference number:  OR <input type="checkbox"/> A current or former employee If so, please provide your employee number:  OR <input type="checkbox"/> Other
If 'other', please specify:	

If we have any queries about your request, how would you like us to contact you?	<input type="checkbox"/> By email <input type="checkbox"/> By post <input type="checkbox"/> By phone
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## 2. Are you the data subject?

The data subject is the person whose personal information you are requesting.

<input type="checkbox"/> Yes	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.
<input type="checkbox"/> No	Are you 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.

## 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.

You have the right to request access to your personal data. This must be within **one month** from the time we have received your request and you have provided us with your 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.

### **A2Dominion services you have dealt with:**

<input type="checkbox"/> Anti-social behaviour	<input type="checkbox"/> Care & Support	<input type="checkbox"/> Complaints	<input type="checkbox"/> Customer services / customer contact centre
<input type="checkbox"/> Leasehold Services	<input type="checkbox"/> Housing rent	<input type="checkbox"/> Housing services	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Sales & Marketing	<input type="checkbox"/> Other (please specify):		

## Further information or documents you would like to see

Tenancy file:

Email address used:

Dates

From:

To:

Phone numbers used:

From:

To:

Letters:

Other (please specify):

## 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.

Signature:

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:	
Phone number:	
Signature:	
Date:	

## Checklist

Completed form
  Proof of identity
  Authority to Act

## Returning this form

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

**customer.services@a2dominion.co.uk**, or

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

## For internal use only

Data received:	
One month deadline date:	
Information request codes:	
Info provided by:	