



Data Subject Access Request (DSAR) Form

General
Data
Protection
Regulation (GDPR)

Data
Protection
Act 2018
(DPA)

Housing 

Tricorn House | 51-53 Hagley
Road | Birmingham B16 8TP



Data Subject Access Request (DSAR)

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA)¹ provides individuals with the right to access personal data held by Housing 21 (H21). This right includes confirmation that H21 processes your personal data, the right to receive certain information about the processing of your personal data, and the right to obtain a copy of the personal data we process.

If you would like to receive a copy of the personal data H21 may hold and process in your name, please submit your request in writing in one of the following ways:

By post to: **Data Protection Officer**
Housing 21
10th Floor Tricorn House
51 - 53 Hagley Road
Birmingham B16 8TP

By email to: dataprotection@housing21.org.uk

Online at: www.housing21.org.uk

In addition to exercising your data access rights, the GDPR also grants you the right to:

- request correction or erasure of your personal data;
- restrict or object to certain types of data processing, or;
- make a complaint with the local data protection authority, the Information Commissioner's Office (ICO).

For more information on your rights under the GDPR, please refer to Housing 21's Privacy Notice available at: <https://www.housing21.org.uk/privacy/>

We expect to respond to your request within one month of receiving it along with your proof of identity. To ensure there is no undue delay in replying to your request we recommend completing this form. If you would like help with completing the form or require this in a different format for example large print, Braille, audio tape or another language, please [email the Enquiries Team](#) or call 0370 192 4000.

¹ Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) (as implemented and modified by the Data Protection Act 2018 (DPA 2018))

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PART 1. REQUESTER (DATA SUBJECT) DETAILS

Please provide the data subject's information in the space provided below. (If you are making this request on behalf of the data subject, please also complete all the information requested in **PART 3** of this form).

The information you provide on this form will only be used to identify you and the personal data you are requesting access to and to enable us to respond to your request.

FULL NAME (First, Middle and Surname)

--

ANY OTHER NAMES THAT YOU HAVE BEEN KNOWN BY (Including nicknames)

--

HOME ADDRESS (Including Postcode)

--

DATE OF BIRTH

--

CONTACT TELEPHONE NUMBER(S)

--

EMAIL ADDRESS

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If you are a current or former employee of Housing 21, please provide your employee identification number and your approximate dates of employment

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Please provide any other unique identifiers or related information to help us locate your personal data (For example: Government Identification Number or Customer Account Number)

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PART 2. DATA SUBJECT'S PROOF OF IDENTITY

In order to process your request we require proof of your identity which should clearly show your Name, Date of Birth, and Current Address. We can accept a photocopy or a scanned image of one of the following as proof of identity: Photo Identification such as Passport or Driver's License or a copy of your National Insurance card or Birth or Adoption Certificate. In addition we also require proof of your current address in the form of a: bank/credit card statement or a utility bill dated within the last three months. If you have changed your name, please provide the relevant documents to evidence this change.

If you do not have any of these forms of identification available, please contact the Data Protection Officer on **0300 790 1326/1325** or email dataprotection@housing21.co.uk for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity, your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

PART 3. REQUESTS MADE ON BEHALF OF THE DATA SUBJECT

Only complete this part of the form, in addition to **Part 2** above if you are acting on behalf of the **data subject**.

FULL NAME *(First, Middle and Surname)*

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HOME ADDRESS *(Including Postcode)*

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DATE OF BIRTH

--

CONTACT TELEPHONE NUMBER(S)

--

EMAIL ADDRESS

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If you are acting on behalf of the Data Subject we also require proof of your identity in the form of a photocopy, or a scanned image of one of the following: Photo Identification such as Passport or Driver's License or, a copy of your National Insurance card or Birth or Adoption Certificate. If you do not have any of these forms of identification available, please contact the Data Protection Officer on **0300 790 1326/1325** or email dataprotection@housing21.co.uk for advice on other acceptable forms of identification.

It is important to include the data subjects identification details (as outlined in Part 2) if you are acting on their behalf, in addition to your identification details. This is in addition to a copy of the following as proof of your legal authority to act on behalf of the Data Subject: a certified copy of a Power of Attorney, or a legal Form of Authority or written consent signed and dated by the Data Subject (please refer to Part 5 Declaration and Consent, of this form).

We may request additional information from you to help confirm the data subject's identity and we reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

PART 4. INFORMATION REQUESTED

To help us process your request quickly and efficiently, please be as specific as possible about the personal data you are seeking access to. Please include timeframes, dates, names, document types, file numbers, or any other information to help us locate your personal data. For example, you could specify that you are seeking access to: personal data held by [insert department name] or; e-mails (*specify the approximate dates and times of the communication*) or CCTV Footage.

If your request is unclear or does not provide sufficient information for us to conduct a search (for example, if your request simply states "*all information about me*") we will contact you for clarification and more detail.

We will only begin formally processing your data subject access request when we have verified your identity and have all of the information we need to locate your personal data.

It is important to note that if any of the information which you seek access to reveals the personal data of any third party, we will either seek the third parties consent before responding to your request, or we will redact third party personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Additionally, applicable law may require us to refuse to provide you with access to some or all of the personal data requested. Or we may have destroyed, erased, or anonymised your personal data in accordance with our record retention obligations and practices. If we are unable to provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

DATA REQUESTED

Please use additional sheets if needed

TIMEFRAME

FROM <i>(Month/Year)</i>		TO <i>Month/Year</i>	
PLEASE INDICATE THE FORMAT YOU WANT TO RECEIVE YOUR DATA IN			
PAPER COPY <i>(Yes/No)</i>		ELECTRONIC COPY <i>(Yes/No)</i>	

PART 5 : DECLARATION & CONSENT

Signature and Acknowledgment of Data Subject

I, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that:

1. Housing 21 must confirm proof of identity and may need to contact me again for further information;
2. My request will not be valid until Housing 21 receives all of the required information to process the request; and
3. I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Housing 21 may charge a reasonable fee based on administrative costs.

NAME	SIGNATURE	DATE

To be signed and completed by the data subject's nominated representative

Signature and Acknowledgment of Data Subject's Representative

I, confirm that I am authorised to act on behalf of the data subject. I understand that Housing 21 must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

NAME	SIGNATURE	DATE

To be signed and completed by the data subject

Data Subject's Consent

I, confirm that I (the data subject) consent to the above named representative to act on my behalf and to receive the personal data which relates to me as outlined in this request, which may be held and processed by Housing 21

NAME	SIGNATURE	DATE