

Data Subject Access Request (DSAR) Form

The Data Protection Act 2018 (DPA18) and the General Data Protection Regulation (GDPR) enables individuals to request any personal data which Housing 21 may hold and process in your name. If you would like to request access to this data, please complete this form and return it to either: dataprotection@housing21.org.uk or address it to the Data Protection Officer (DPO), Housing 21, 10th Floor Tricorn House, 51-53 Hagley Road, Birmingham B16 8TP.

In addition to exercising your data access rights, the DPA18 and GDPR also grant 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 regulator, the Information Commissioner’s Office (ICO).

For more information on your data protection rights, please refer to Housing 21’s Privacy Notice:

<https://www.housing21.org.uk/privacy/>

We expect to respond to your request within 30 days 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.

Part 1 Your Details & Proof of Identification <i>(Contact Information of the Individual to whom the Data Relates)</i>			
Title		Surname	
Forename		Other Names <i>(If applicable)</i>	
Address		Email	
Postcode		Telephone	
Relationship with Housing 21 <i>(Please Mark the Relevant Box)</i>			
Employee <i>(Current/Former)</i>		Employee Number <i>(If known)</i>	
Resident <i>(Current/Former)</i>		Tenancy Number <i>(If known)</i>	
Please include photocopies of 2 forms of identification:	Description of identification enclosed: (E.g. copy of birth certificate, passport, driving licence and/or ID card)		
Failure to provide identification documentation will delay the progress of your request and Housing 21 will not release any personal data until we are fully satisfied as to your identity.			

Part 2 Your Request

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. 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, 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. Alternatively, we may have destroyed, deleted, 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.

Information Sought:

Please use additional pages if needed

From
(Month/Year)

To
(Month/Year)

It is important to note that the data will only be provided to you in electronic format, unless otherwise specified in your request.

Part 3 Declaration

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:

- Housing 21 must confirm proof of identity and may need to contact me again for further information;
- My request will not be valid until Housing 21 receives all of the required information to process the request; and
- 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.

Full Name	
Signature	
Date	

ONLY COMPLETE THE FOLLOWING, IN ADDITION TO PARTS 1 AND 2, IF YOU ARE ACTING ON BEHALF OF THE DATA SUBJECT.

Part 4 Data Subjects Representative

If you are acting on behalf of the individual to whom the personal data relates, written explicit consent and/or a form of authority to confirm that you are acting on their behalf is required (this will be checked for accuracy). **Anyone who impersonates another individual to gain access to his or her personal information may be guilty of an offence under the Data Protection Act 2018 and subject to prosecution.**

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.

Full Name	
Signature	
Date	
Identification/Form of Authority enclosed	Please detail:

Part 4.1 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

Full Name	
Signature	
Date	