

Please Complete and return this form to:



Vectis Housing Association
Chapel House
30 Chapel Street,
Newport
PO30 1PZ

SUBJECT ACCESS REQUEST FORM

Please complete this form if you wish to make a formal request to view personal information held by Vectis Housing Association. You will also need to provide identification. Suitable forms of ID include:

- Passport
- Photo Driving Licence
- Proof of age card
- Birth certificate
- Utility bill/bank statement

For further details on making a Subject Access Request, please refer to the additional information on page 6.

Section A: Your Details (person making request)

Full Name:
Address:
Post Code:

Telephone:
Email:
Are you a current tenant of Vectis Housing Association? Yes/No
Are you a former tenant of Vectis Housing Association? Yes/No

Section B: The Data Subject

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

Are you the Data Subject?

YES (please go to Section C)

NO (continue below)

If no, you must enclose written authority from the Data Subject, to show you are acting on their behalf. Please also describe in the space below your relationship with the Data Subject, which leads you to make a request on their behalf:

Details of the Data Subject (if different to Section A):

Full Name:
Address:
Post Code:
Tel:
Email:
Your relationship to the Data Subject:

Is written authority from the Data Subject enclosed? Yes/No
Is the Data Subject a current tenant of Vectis Housing Association? Yes/No
Is the Data Subject a former tenant of Vectis Housing Association? Yes/No

Section C: Personal information you are requesting

Please use this section to tell us what personal data you would like to see. 'Personal data' means information relating to the Data Subject as an individual and covers things like their tenancy details and rent payments. It does not routinely cover information relating to maintenance orders or property condition, as these do not usually contain personal data.

Please be specific as this will help speed up our response. Vectis Housing Association must respond within 30 calendar days, starting from the day we receive both this completed Subject Access Request Form **AND** suitable identification.

Please indicate under which service/s your request falls and what data / documents you would like to see.

Service	Information / documents you would like to request
Lettings and Transfer	
Anti-Social Behavior	
Collection of rent or service charge	
Setting of rent or service charge Customer relations (a complaint you have made)	
Tenancy	
Other (please specify)	

Please use this space to include any notes to help us locate the information you are requesting:

Section D: Declaration

Declaration: To be completed by all applicants.

Please note that any attempt to mislead may result in prosecution.

I _____, certify that the information given on this application is true. I understand that it may be necessary for Vectis Housing Association to confirm my/Data Subject's identity and that it may be necessary to obtain further details in order to locate the requested information.

Signature:

Date:

Note: The period of 30 calendar days in which we must respond to the request will not commence until we are satisfied on these matters.

Please return the completed form marked "Staff in Confidence – Addressee Only" to The Housing Services Manager, Vectis Housing Association, 30 Chapel Street, Newport PO30 1PZ or via email to enquiries@vectishousing.co.uk

If applicable, please also enclose:

- a) evidence of your identity**
- b) evidence of the data subject's identity (if different from the above)**
- c) stamped addressed envelope for return of proof of identity/authority documents**

Signed:

Name: (please print)

Date:

Additional Information

This right of subject access means that you can make a request under the Data Protection Act to any organisation processing your personal data. The Act calls these organisations 'data controllers'.

You can ask the organisation you think is holding, using or sharing the personal information you want, to supply you with copies of both paper and computer records and related information.

A request for information under the Data Protection Act 1998 should be responded to within 30 calendar days.

There are some circumstances where the information you have asked for contains information that relates to another person. Unless the other person gives their permission, or it is reasonable in all the circumstances to provide the information without permission, the organisation is entitled to withhold this information.

The Act covers personal information that:

- is held, or going to be held on computer;
- is in, or going to be in, a manual filing system that is highly structured so that information about you can be easily retrieved;
- is in most health, educational, social service or housing records; or
- is other information held by a public authority.