

Subject Access Request form

1. Details of the person requesting the information:

Full Name:
Address:
Telephone Number:
Email address:

2. Are you the Data Subject?

YES: If you are the Data Subject please supply evidence of your identity, i.e. driving licence, birth certificate (or photocopy) and a stamped, addressed envelope for returning the document. Please move on to question 5.

NO: Are you acting on behalf of the Data Subject with their written authority? If so, the Data Subject's signed letter of authority must be enclosed along with proof of your identity. Please go to the next question.

3. Details of the Data Subject (if different from question 1):

Full Name:
Address:
Telephone Number:
Email address:

4. Please describe your relationship with the Data Subject, and the circumstances that lead you to make this request for information on their behalf.

5. Please describe the information you seek together with any other relevant information such as a relevant period. This will help us to identify the information you require.

6. 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 form is true and accurate. I understand that it is necessary for Watford Community Housing to confirm my/the Data Subject's identity and that it may be necessary to obtain more details in order to locate the desired information. Note: The period of 30 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters and all the documents listed below are received

Signature:

Date:

7. Please return the completed form to:

Chief Technology Officer,
Watford Community Housing,
59 Clarendon Road
Watford
WD17 1LA

Please include the following documents with your application:

- a) Evidence of your identity; e.g. valid driving licence, passport.
- b) Evidence of the Data Subject's identity (if different from above) and their signed, written authority;
- c) Stamped addressed envelope for return of proof of identity/authority documents