

DATA SUBJECT ACCESS REQUEST FORM

Application for access to your personal data held by Waverley Housing.

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to and / or correct any personal information that Waverley Housing holds about you (your ‘personal data’).

If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to Waverley Housing.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to Waverley Housing. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to Waverley Housing.

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

The term “data subject” refers to the person about whom the information is being requested.

Section1 – Details of the data subject

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state).....
First Name	
Surname	
Date of Birth (dd/mm/yyyy)	
Current Address	
Telephone number	
Email address	

Section 2 - Are you the data subject?

<input type="checkbox"/> Yes If you are the data subject, please go to Section 4	<input type="checkbox"/> No If you are acting on behalf of the data subject, please go to Section 3
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Section 3a Details of the person requesting the information (if different to Section 1)

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state).....
First Name	
Surname	
Company (if applicable)	
Address	
Telephone number	
Email address	

Section 3b – Relationship with data subject.

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 3c – Authority to release information

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority. This must be an original signature, not a copy.

If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)

Signature of Data Subject:

Date:

Section 4 – Proof of Identity.

In order to prove the data subject's identity, we need to see two valid forms of ID, e.g. passport, driving licence, bank or building society statement etc. Please do not send originals, copies will suffice.

In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity.

Section 5 – Details of the data required

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary).

Are there any specific dates you require this information to relate to?

Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on my behalf. I understand that Waverley Housing may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative:	
Date:	

Please return the completed form to:

Data Protection Officer
Waverley Housing
51 North Bridge Street
HAWICK
TD9 9PX

Voluntary Information:

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request).