

# ARHAG HOUSING ASSOCIATION

## GDPR Subject Access Request

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the EU General Data Protection Regulation (GDPR). We can provide information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

<b>Section 1 Details of person requesting the information</b>	
<b>Full Name</b>	
<b>Current address</b>	
<b>Telephone Number</b>	
<b>Email address</b>	
<b>Date of birth</b>	

### **Section 2 Are you the data subject (person whose information you request from us)?**

Yes, I am the data subject. I enclose proof of my identity (see below)  
(Please go to section 4)

No, I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below) (Please go to section 3)

To ensure we are releasing data to the right person we require you to provide

us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) Proof of identify (passport, drivers licence, birth certificate, national identity card)
- 2) Proof of address (utility bill, bank statement, current driving license, local authority tax bill)

**Section 3 Details of the data subject (if different from Section 1)**

<b>Full name</b>	
<b>Current address</b>	
<b>Telephone Number</b>	
<b>Email address</b>	
<b>Date of birth</b>	

**Section 4 Please provide details of the information you are requesting**

*Whilst most information you request will be provided by us free of charge, in accordance with article 12 of the GDPR, we reserve the right to charge a fee or refuse the request if it is considered to be 'manifestly unfounded or excessive'.*

### **Declaration**

I confirm that I have read and understood the terms of this subject access request form and certify that the information in this application is true. I understand that it is necessary for Arhag to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature:

Date:

**Documents which must accompany this application**

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**

Please return the completed form to:

Data Protection Officer  
Arhag Housing Association  
Mary Brancker House  
54-74 Holmes Rd  
London, NW5 3AQ

Email: [GDPR@arhag.co.uk](mailto:GDPR@arhag.co.uk)

Telephone; 0207 424 7370

**To be completed by staff member**

<b>Authorised?</b>	<b>YES</b>	<b>NO</b>	<b>Signed:-</b>
<b>Position</b>			
<b>Date:</b>			
<b>Notes:</b>			