



Cunninghame Housing Association

Data Protection & GDPR

Subject Access Request Form (SAR)

This form can be used by any individual who wishes to request access to personal data held by Cunninghame Housing Association. The use of this form is not mandatory, but it will help us in the collection of the relevant information to progress your request. Access Requests can be made in other formats. This form is freely available for your ease of use.

Under Data Protection Laws you have the right to request copies of your personal data. If you wish to access personal data about someone else you will need to evidence their written consent, which you must make available to us. Cunninghame Housing Association will not release personal data without proper authority and reserves the right to request further proof of authority or identity if necessary. Equally, we have the right to confirm that you do have the authority to act on behalf of someone else and any information we provide because of this SAR could be provided directly to the intended recipient.

Requests will be acknowledged in writing, and you will be provided with a reference number for your request. Once we are satisfied your request is valid, you should receive a response within 1 calendar month from the date that we receive 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.

Guidance Notes

Section 1

Please complete the details of the data subject being requested about – this will either be yourself or if you are representing someone else, please enter their details under ‘Data Subject Details’. If the requesters details are different from the Data Subject Details please complete the section under ‘Representative Details’.

Section 2

Please be as specific as possible when completing Section 2 of the form. The more detail you can give the quicker our response is likely to be. If you only require information for a specific period, please give the dates.

Section 3

Please indicate your preferred method of receiving the data. We will advise if it is not possible to provide the data in your requested format.

Section 4

Declaration – please sign and date. If you are representing someone else, please ensure you provide evidence of your authority to make the request on their behalf.

Section 1 – Data Subject Details

Is the information being requested for you:

Or on behalf of someone else

Are you a:

- Tenant
Factored Owner
Shared Owner
Other – Please specify below

Details	Data Subject Details	Representative Details (if different from Data Subject Details)
Surname		
Forename(s)		
Contact Number		
Tenancy Ref (if known)		
Address		
Postcode		
Telephone Number		
Email Address		
Date of Birth		

Section 2 - Please help us to narrow down your request by informing us which parts of the Housing Association might hold information on you or the data subject.

Please tick from the list below the services that you require us to conduct a search on:

- Finance Human Resources
Factoring Housing Repairs and Maintenance
Repairs and Maintenance Development
Other – Please specify below
-

Please provide as much detail of the information you are requesting, including any relevant date about the data:

Section 3 – How would you like the data to be provided to you?

Email	
Posted	
Collection from our office	

Section 4 – Declaration

I certify that the information which I have provided within this form is true to the best of my knowledge. I understand that Cunninghame Housing Association may require to verify my identification and may contact me to provide them with more details in order that they may locate the information that I am seeking. I confirm that I am the data subject, and I am not making this request on behalf of anyone else.

Signed: _____ Date: _____

Representative Declaration (if relevant)

I confirm that I am making this request on behalf of _____ and have provided evidence of my identity and written authorisation to act on the data subject's behalf.

Name	
Address	
Postcode	
Contact Number	
Email Address	

Signed: _____ Date: _____

Please email or post a copy of your completed form and copies of any required photos or identification to:

Data Protection Officer, Cunninghame Housing Association, Quayside Offices, Marina Quay, Dock Road, Ardrossan, KA22 8DA

Email: dp@chalt.org