

2: About the data subject

The data subject is the person whose personal information you are requesting.

Are you the data subject? Yes No

If you said 'yes', then in order to prove the data subject's identity, we need to see a copy of your identification. Please supply one of the following (photocopies are acceptable):

- Passport/travel document
- Photo driving licence
- Foreign national identity card

Please also complete the Section 4 declaration.

If you said 'no', then are you acting on behalf of the data subject, with their expressed permission or with the appropriate legal authority? If so, you will need to provide a letter of authority (e.g. power of attorney, guardianship, signed consent, etc.). Please also complete the Section 5 declaration.

3: Information request

Personal data' means information relating to the data subject as an individual and covers things like their tenancy details. It does not generally cover information relating to repairs, as this does not usually contain personal data.

You have the right to request access to your personal data. We must supply this to you within **one month** from the time we have received your request and you have provided us with your proof of identity.

There are some conditions that might prevent us from completing some or all of your request. For instance, if the law prevents us from doing so (we will notify you where this is the case).

Please complete the following, being as specific as possible so as to speed up your response.

Please tick which A2Dominion services you have dealt with	Anti-social behaviour	Care & Support	Complaints
	Customer services/ contact centre	Housing rent	Human Resources
	Leasehold Services	Sales & Marketing	Other (please specify)

If 'other',
please specify:

Please tell us what information you would like to see:

If housing file,
please describe
which documents

E.g. tenancy
agreement, housing
application, care plan

If emails, which email address(es) were used?

If letters, who are they between?

If phone calls, which number(s) were used?

Dates information relates to

Date from:

Date to:

If other, please specify

4: Declaration of data subject (if completing Section 4, ignore Section 5)

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it will be used for statistical and monitoring purposes (not including your personal details).

Signature:

Date:

5: Declaration by a third party on behalf of data subject (if completing Section 5, ignore Section 4)

I confirm that I am acting on behalf of the data subject named in Section 1 and have supplied the proof of my authority to do so. I would like the personal data to be sent to me at the address stated below. I understand that the information I have supplied will be used to confirm the identity of the data subject and help find the information I have requested. I also understand that it will be used for statistical and monitoring purposes.

Name of third party

Your relationship to data subject

Address

Phone number

Email address