



## Data subject access request

This form is for any person who wishes to make a request for access to personal data under the Data Protection Act 2018 held by A2Dominion Housing Group.

Please send your completed form and proof of identity to **Group Company Secretary, A2Dominion Housing Group Ltd, 113 Uxbridge Rd, London W5 5TL.**

Or you can email it to [governance@a2dominion.co.uk](mailto:governance@a2dominion.co.uk) with the subject line 'Data subject access request'

### 1: About you

Title  Mr  Mrs  Ms  Miss  Other

Full name

Any other name(s) you're known to us by

Address and post code

Date of birth

Phone number

Email address

Are you

A current or former tenant  A current or former employee  Other

If so, please provide your tenancy agreement reference number:

If so, please provide your employee number:

If 'other', please specify:

If we have any queries, how can we contact you?

Email  Post  Phone

How would you like to receive your data?

Printed  
Via recorded mail  Email

## 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.

<input type="checkbox"/>	Anti-social behaviour	<input type="checkbox"/>	Care & Support	<input type="checkbox"/>	Complaints
<input type="checkbox"/>	Customer services/ contact centre	<input type="checkbox"/>	Housing rent	<input type="checkbox"/>	Human Resources
<input type="checkbox"/>	Leasehold Services	<input type="checkbox"/>	Sales & Marketing	<input type="checkbox"/>	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