**Subject Access Request – Application Form**

**(Instead of completing this form, you can write to us or send an email to** **governance@plymouthcommunityhomes.co.uk****. However, if you do this, it would be helpful if you could include in your letter or email all the information required on the form below.)**

To help us locate the specific information you require, please ensure that all sections of the form are completed.

**Section 1 – Details of the person/organisation requesting the information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (Mr/Mrs/Miss/Ms)** |  | **Other title (Dr, Rev)** |  |
| **Family name or name of organisation** |  | **First Name** |  |
| **Date of Birth** |  | **Details of any previous names** |  |
| **Your current home address** |  |
| **Post Code** |  |
| **If you can provide us with a telephone number and/or e-mail address it would be appreciated.** |
| **Telephone Number** |  |
| **Email Address**  |  |
| **How would you like to receive your information?** | ***Delete as appropriate*****EMAIL****POST** |

**Section 2 - Details of the Data Subject (if different from Section 1)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (Mr/Mrs/Miss/Ms)** |  | **Other title (Dr, Rev)** |  |
| **Family name** |  | **First Name** |  |
| **Date of Birth** |  | **Details of any previous names** |  |
| **Your current home address**  |  |
| **Post Code** |  |
| **If you can provide us with a telephone number and/or e-mail address it would be appreciated.** |
| **Telephone Number** |  |
| **Email Address**  |  |
| **How would you like to receive your information?** | ***Delete as appropriate*****EMAIL****POST** |

**Section 3 - Proof of Identity**

**Are you the Data Subject?**

**Yes:** It may be necessary for Plymouth Community Homes to obtain more detailed information to confirm your identity. If this is the case then we will contact you to obtain this.

**No:** Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed.

If ‘no’, please provide a description of your relationship with the Data Subject that leads you to make this request for information on their behalf and the steps you have taken to confirm their identity.

|  |
| --- |
|  |

**Please note that failure to provide proof of identity when requested or authority may delay your application.**

**Section 4 – Help us to find the Information**

Please describe the specific information you seek, together with any other useful information, for example relevant dates, contact names, references etc. This will help us to identify the information you require:

|  |
| --- |
|  |

**Section 5 – Declaration**

Please ensure that you complete this section.

|  |
| --- |
|  **I……………………………………………….. certify that the information given on this application form to Plymouth Community Homes is true. I understand that it may be necessary to obtain more detailed information in order to locate the correct information.****Signature…………………………………………… Date ……………………………………….** |

Before returning this form, please check:-

* You have completed ALL sections in the form
* You have signed and dated the form

**Once you have completed and checked the form, please send it to:**

Governance Team

Plymouth Community Homes

Plumer House

Tailyour Road

Plymouth

PL5 6DH

**Section 6 – Further Information**

Further information about the General Data Protection Regulations (GDPR) 2018 is available from the Information Commissioner’s website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk/) or at the following address:

Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF