

# Data Subject Access Request Form

**This form can be used by any individual who wishes to request access to personal data held by Drumchapel Housing Co-operative.**

**This form is not mandatory, Access Requests can be made in another other format. This form is available to aid the collection of the relevant information to progress your request.**

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 then you shall require their written consent, which you must make available to us.

Drumchapel Housing Co-operative will not release personal data without proper authority and reserves the right to request further proof of authority or identity if necessary.

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.

## **Guidance Notes**

### **Section 1**

Please complete the details of the data subject the details being requested about – this will either be yourself or if you are representing someone else please enter their 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.

For assistance on completing the form or more information on the data we may hold on you please contact Stephen Watt on 0141 944 4902.

**For more information on your rights to access personal data - <https://ico.org.uk/your-data-matters/your-right-of-access/>**

### Section 1 – Data Subject Details

Surname	
Forename(s)	
Tenant Reference	
Contact Number	
Address	
Email address	
Date of Birth	

We may need to contact you to clarify your request using the details provided above.

### Section 2 – the Personal data you would like access to

Housing Application		Housing Benefit	
Tenant Files		Complaints	
Rent Information		CCTV	

**Other: Please enter as much detail, including any relevant date about the data you are requesting:**

CCTV Requests (only)

Date of CCTV Images	
Location of Camera	
Times (start and end)	
Description of events/incident	

Please also provide a recent photograph to allow us to identify you in the CCTV footage.

### Section 3 - how would you like the data to be provided to you?

Email

Posted

Collection from 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 Drumchapel Housing Co-operative may require to verify my identification and may contact me to provide them with more details, in order that they may locate the information which 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**

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 subjects behalf.

Name:

Address:

Contact Number or Email address

Signed:

Date:

**Please email a copy of your complete form and copies of any required photos or identification to [enquiries@drumchapelhc.org.uk](mailto:enquiries@drumchapelhc.org.uk) or send to 4 Kinclaven Avenue, Drumchapel G157SP**

<b>Office Use Only</b>	
Date Request Received	
Verification of ID completed	
Reference	