

Data Protection Act 1998

Subject Access Request (SAR) Form



TAI CANOLBARTH CYMRU
MID-WALES HOUSING

Yn barod **amdani** Equal to the challenge

Under the Data Protection Act 1998, individuals have the right to access personal data that has been kept about them either in organised manual files or electronically and includes opinion and “facts”.

If you wish to make a Subject Data Request, please complete this form and submit it to Mid-Wales Housing Group, providing all necessary documentation, evidence and payments as indicated below.

Section 1 – Data Subject

Are you the Data Subject ? Yes No

If Yes, please complete section 1a). If No, please complete section 1b).

1a) Please provide proof of your identity bearing your name (and preferably your current address)

Birth Certificate

Driving Licence

Passport

2 Official Letters/Bills

1b) Are you acting on behalf of the Data Subject with their written or other legal authority?

Yes

No

If Yes, please state your relationship to the Data Subject

Relationship

Please enclose proof that you are legally authorised to obtain this information. The proof could be a letter of authority, letters or official forms addressed to you on behalf of the data subject. Photocopies cannot be accepted. Please indicate the proof of authority below:

Letter of Authority

Correspondence

2 Official Forms

Other (Please State)

We are unable to fulfil any Subject Access Requests without receiving the correct authorisation

Section 2 – Data Subject Personal Details	
First Name(s)	
Surname	
Date Of Birth	
Current Address	
Telephone Number	
E-Mail Address	
Other Relevant Information	

Section 2b) – Details of person requesting the information (if not the Data Subject)	
First Name(s)	
Surname	
Date Of Birth	
Current Address	
Telephone Number	
E-Mail Address	
Other Relevant Information	
Would you like the information to be sent to you or to the Data Subject?	
To Me	<input type="checkbox"/>
To Data Subject	<input type="checkbox"/>

Section 3 – Details of Information Requested

Please state clearly the information you require, with dates where known.

Please Note: With regard to Subject Access Requests (SAR), Mid-Wales Housing Group are not obliged to disclose the following categories of data.

- If disclosure of the data also involves disclosing data relating to a third party and the third party does not give consent.
- If the disclosure of the data also involves disclosing the intentions of the Group with respect to the requesting individual (e.g. data held relating to the Group's intention to serve a "Notice of Seeking Possession" need not be disclosed).
- If the Group is in receipt of medical opinion that access to the data is likely to cause serious harm or mental health of the requesting individual.
- If the data in question is legally protected
- If the request is for specific data that would be unreasonably difficult to find (e.g. old/archived electronic data or any physical paperwork that is not held in a filing system).
- Any other exemptions under the Data Protection Act 1998.

Section 4 – Declaration

- I declare that, to the best of my knowledge, the information I have provided on this form is correct.
- I understand that Mid-Wales Housing Group will aim to comply with requests for access to personal data as quickly as possible but, in any case, has a statutory obligation to provide the requested information within 40 calendar days.
- All data supplied will be in a form which the data subject (and/or third party representative) will be able to understand. If the data is coded, then an explanation of the codes will also be supplied.
- The Group will make a charge of £10 to fulfil each Subject Access Request, which is payable on submission of this form.

Print Name

Signature

Date Of Signing

Section 5 – For Mid-Wales Housing Group Use Only

Date Received

Identification Received?

Yes No

Third Party Authority Received?

Yes No

Payment Received?

Yes No

Actioned By

Signature

Request Approved?

Yes No

Date Request Fulfilled

Other Details