

Data Protection Act 1998 – Subject Access Request

This form is used to confirm the identity of who is requesting the information either yourself (“**The Data Subject**”), or someone acting on your behalf. This form will also assist in locating your Personal Data. Please complete and send it to the address at the end of the form together with the **£10 fee made payable to Regenda Limited**. If you need any help in completing this form please call **01204 814221/814195** or email dataprotection@regenda.org.uk

Question 1 – Please provide the following details about yourself:

Full Name

Address

.....
.....
.....
.....Post Code.....

Telephone No.

E-mail address

(a) Has the Data Subject ever been an employee of Regenda Group or any of its Subsidiaries?

Yes

No

Don't Know

Question 2 – Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) – **Please go to question 3.**

If not, please supply the written consent of the data subject and supply their details as follows:

Full name	
Address	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....Post Code.....</p>
Telephone No.	
E-mail Address	

(b) If you are NOT the Data Subject, please briefly explain

What is your relationship to the Data Subject?	
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(c) If you are NOT the Data Subject, describe your entitlement to receive details or their Personal Data, and the ensure that they sign and complete the written consent form on Page 5 .

Why are you entitled to their Personal Data?	
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(d) In the case of a former employee please give name of employer and period of employment.

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(e) In the case of a tenant please give addresses of properties occupied and periods of tenancy.

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Question 3 – How do you believe we process the Data Subject’s Personal Data?

Our search for information relating to the Data Subject will be based on the information provided below.

Please provide a description of the sort of personal data which you are seeking and the dates from which we should search. e.g. Housing Benefits paid with effect from 1st April 2000.

Details of
Information
Requested
(with dates)

Any other
information
which will
assist in
searching for
the Data
Subjects
Personal
Information

Question 4 - to be completed in the case of an applicant under the age of 18

A parent or guardian or social worker, where appropriate, should certify that the applicant understands the nature of the application.

Your full name

Address

Telephone No.

Post Code.....

I certify that the applicant named in Section 1 understands the nature of the application

Signed

Date

Question 5 - to be completed in the case of an application made on behalf a child or an adult with either a mental health or learning disability.

Your full name

Address

Telephone No.

Post Code.....

Name of child or adult with either a mental health or learning disability
(this should be the same as that shown in Section 1)

Please tick **ONE** of these boxes:

This child or adult is incapable of understanding the request.

This child or adult has consented to my making this request on his her behalf

Question 6 – Please state which part of the Group you are requesting information from.

Please tick as appropriate.

Regenda Limited	<input type="checkbox"/>	Maritime Housing	<input type="checkbox"/>
Templar Housing	<input type="checkbox"/>	West Pennine Housing	<input type="checkbox"/>
Wyre Housing	<input type="checkbox"/>	Limehurst Village Trust	<input type="checkbox"/>

Question 7 – Application by an Agent

If you authorise someone else to have access to your data, please complete this Section.

I certify that (name of Agent)

of (address of Agent)

Is authorised by me to have access to **all*/only*** the following (please specify)

personal data about me held by the part of the Regenda Group indicated in Question 6.

Signed

Date

Question 8 – Declaration – to be completed by all Applicants

The information given above is correct to the best of my knowledge and I confirm that I am the

- * Person named above, or the
- * Parent/guardian/agent of the person named above

*Delete as appropriate

I understand that I may not be entitled to receive data which reveals details directly or indirectly about another person. I also understand that it may be necessary for the Regenda Group to obtain more detailed information in order to be satisfied as to my identity and to located the appropriate data.

Signed

Date

NOTES TO APPLICANTS

1. If the information you request reveals directly or indirectly about another person, we will have to seek their consent before we can let you see that information.

In certain circumstances we may not be able to disclose that information to you, in which case you will be informed promptly and given full reasons for the decision.

2. A fee of **£10.00** is payable for each request by a person who is not an employee or Board Member of the Regenda Group. This fee must be prepaid and enclosed with this Access Request Form. Cheques should be made payable to Regenda Limited.

No fee is payable for an employee's request regarding employment data, but employees will be required to pay reasonable photocopying charges for any copy documents they request.

3. Identification of Data Subject

(a) You must confirm the Data Subject's identity by sending one of the documents listed below. Please tick the appropriate box to indicate which of the documents you have enclosed.

i) Full Valid Driving Licence

ii) Birth Certificate or Certificate of Registry of Birth or Adoption certificate

iii) Full Valid Current Passport

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

(b) You must also confirm the Data Subject's address by sending us one of the documents listed below. Please tick the appropriate box to indicate which of the documents you have enclosed

i) Gas, electricity, water or phone bill in the Data Subject's name for the last quarter

ii) Council Tax demand in the Data Subject's name for the last quarter.

iii) Bank, building society or credit card statement in the Data Subjects name for the last quarter.

NOTE: Original documents must be sent by Recorded Delivery to ensure safe return

This form together with the £10.00 fee and the original documents indicated above should be sent to:
The Group Company Secretary, The Regenda Group, Regenda House, Enterprise Business Park, Northgate Close, HORWICH, Bolton, BL6 6PQ.