

SUBJECT ACCESS REQUEST FORM

Making the difference between a house and a home



TRAFFORD HOUSING TRUST

For your information

The Data Protection Act 1998 gives you a general right of access to the information that relates to you. This right of access is known as your 'Subject Access Right'. It says that when recording and using information we must be open about how we use this information

Why would you need to access this data?

We endeavour to ensure all of our records are accurate and up to date. It is your right to inspect these if you wish and let us know if there are inaccuracies.

What is Personal Data?

Personal Data is defined as;

'Data which relate to a living individual who can be identified from those data, or from those data and other information which is in the possession of or is likely to come into the possession of the Data Controller, (i.e. Trafford Housing Trust), and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.'

It includes anything held on computer or on paper and extends to images, including photographs and CCTV footage.

It includes data that is obtained, held or recorded, and any such data that is adapted, aligned, altered, blocked, combined, consulted, destroyed, erased, organized, retrieved, used, disclosed by transmission, disseminated or otherwise made available. All of these are loosely referred to as 'processing' of your data

What are you entitled to?

A description of what personal data we are holding or processing The purposes for which it is being used Those to whom it may, or is, being disclosed A copy of all the information which makes up your personal data, via subject access request Any information as to the source of the data

We are obliged to give you this in permanent form, subject to Trafford Housing Trust receiving the £10 fee and being satisfied you have reasonably confirmed your identity. A request can be refused if part of the information involves a third party who is unhappy to have their data disclosed, a similar request was recently complied with, or, it will involve a disproportionate effort. We are entitled to withhold, or anonymise, any third party details within your data.

For further information, please see either

- Our Data Protection Policy - available at www.traffordhousingtrust.co.uk

Or

- The Information Commissioner – available at www.informationcommissioner.gov.uk, or by phoning 01625 545 475

Trafford Housing Trust charges a standard £10.00 fee for all subject access requests. Please send payment along with this form to

The Customer Response Co-ordinator
Sale Point
126 – 150 Washway Road
Sale
Cheshire
M33 6AG

I request access to personal data relating to:

Name	_____
Address	_____
Post Code	_____ Phone _____
Email	_____
Signature	_____

If you are not the subject of the data but acting on behalf of someone else please put your Name and address here:

Name	_____
Address	_____
Post Code	_____ Phone _____
Email	_____
Signature	_____

Attach any written authority you have and state your relationship to the individual concerned (please note without express permission we cannot provide information about any other person)

WE ARE OBLIGED TO RESPOND TO YOUR REQUEST WITHIN 40 DAYS. OUR FULL DATA PROTECTION POLICY IS AVAILABLE ONLINE AT www.traffordhousingtrust.co.uk, OR UPON REQUEST AT ANY OF OUR OFFICES

Date received..... Received By..... Payment inc..... Y / N..... ?
Due date..... Date completed..... By
Payment to Finance taken by..... Received By..... Date.....

