

**Data Subject Access Request (DSAR) Form**

A Data Subject Access Request (DSAR) is one of the Individual Rights under the UK GDPR that allows you obtain the information that we hold about you. Please note that responses to your request will not include information about others, and therefore redactions may be applied in our response.

The information that you provide in this form will be used to authenticate your identity and to clarify what information you would like. You do not need to complete this form when making a request, but you may have been asked to by a member of staff as it will make handling the request more efficient. We have one calendar month to respond to a valid DSAR, however if your request is complex, we may have to extend the time we respond by a further two months. We will notify you if this is the case.

The fields denoted with \* are required for us to confirm your identity.

**Data Subject Details:**

Please enclose proof of identity to confirm two of the following:

* + - A date of birth that can be matched to our records;
		- An address that can be matched to our records;
		- An account number that can be matched to our records;
		- Confirmation of last payment date or amount;

|  |  |
| --- | --- |
| **Title** | [ |
| **Surname\*** | [ |
| **Previous Surname (if relevant)\*** | [ |
| **First Name(s)\*** | [ |
| **Reference Number (tenancy/owner account)** | [ |
| **Current Address****(if you request the information by post, this is the address we will post it to)\*** | [ |
| **Previous Address (or addresses) if you have moved in the last five years** | [ |
| **Mobile Number** | [ |
| **Home Number** | [ |
| **Work Number** | [ |
| **Email Address** | [ |
| **Date of Birth\*** | [ |

**The Request:**

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| **Details of data being requested (please be as specific as possible, providing timeframes, areas of business where you believe your personal data is being processed, as well as information that will help enable us to locate the personal data that you are requesting)\*** | [ |
| **How would you like this information to be supplied to you (this could be by post of by email)\*** | [ |

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| **DECLARATION** |
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| I, [ ………………………………………………………,the undersigned and the person identified above, hereby request that Saxon Weald provide me with the data about me. |
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|  |
| Signature: [ ……………………………………… Date: [ …………………………….. |
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| **For office use only:** |
| **This form must immediately be forwarded to Saxon Weald’s Data Privacy Officer and recorded on the DSAR register.**ICO registration number: ZA490750 |

**Details of Person Requesting The Information**

**(If not the data subject):**

|  |  |
| --- | --- |
| **Are you acting on behalf of the data subject with their written or other legal authority?** | [ |
| **If ‘Yes’, please state your relationship with the data subject (e.g. parent, legal guardian, solicitor, etc)** | [ |
| **Please enclose proof that you are legally authorised to obtain this information.** |
| **Title** | [ |
| **Surname** | [ |
| **First Name(s)\*** | [ |
| **Reference Number (tenancy/owner account)** | [ |
| **Current Address** | [ |
| **Mobile Number** | [ |
| **Home Number** | [ |
| **Work Number** | [ |
| **Email Address** | [ |

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| **DECLARATION** |
|  |
| I, [ ………………………………………………………, the undersigned and the person identified above, hereby request that Saxon Weald provide me with the data about the data subject identified in section One. |
|  |
| Signature: [ ……………………………………… Date: [ …………………………….. |
| **For office use only:** |
| **This form must immediately be forwarded to Saxon Weald’s Data Protection Team and recorded on the DSAR register.**ICO registration number: ZA490750 |