DATA SUBJECT ACCESS REQUEST FORM

This form is used by Citizen Housing Group ltd (Citizen) to help you receive the information we hold and process about you, the “data subject”. Please complete the form as fully as possible – to enable us to process your request.

If you are applying on behalf of another person with their consent, please include proof of your right to do so. If you need help in completing this form, please contact the officer whose details are at the bottom of the form. .

Data subject’s name

Address............................................................................................

Post code……………………………………………….. …………..

Contact number …………………………………………………….

Tenancy reference number…………………………………………

Previous address (if you have moved since your details were given to Citizen)

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Please state, in your own words, the information you require, including any reference numbers where known, or reasons you believe that Citizen has your personal information in its files.

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Have you requested information before Y/N

Signature..............................................................................................

Date.....................................................................................................

Ways to return this form:

1. By post to

Shane Murphy, Data Protection Officer, Citizen, 4040 Lakeside, Solihull Parkway Birmingham, B37 7YN.

1. hand it to your housing office.
2. By email to Shane Murphy at info@citizenhousing.org.uk

**For office use only**

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| --- | --- | --- |
| Date request received | Identity confirmed Y/N | Evidence |
| Contact made with responsible officers | **Date** | **Name** |
| Date documentation received from operations teams |  | **Documentation checked** |
| Documentation redacted |  | **DPO check ready for disclosure** |
| Date of disclosure |  | **Method of disclosure** |