



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.....

Email address.....

Contact number

What is your relationship with Citizen (Please indicate as necessary):

Tenant	YES/NO	Member of Staff	YES/NO	Contractor	YES/NO	Other	YES/NO
---------------	--------	------------------------	--------	-------------------	--------	--------------	--------

If other please state the relationship.....

Tenancy or payroll reference number.....

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

.....

.....

Personal data required: 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.

.....

.....



Names of people who may hold your personal data:

First name	Last name

Please confirm the dates from _/_/_/___ **and to** _/_/_/___ **that you require the information.**

Please detail information that should be excluded from the search (e.g., emails I have received or that I have sent)

.....
.....

Have you requested information before YES/NO

If YES please confirm the date of the request _/_/_/___

In line with the Information Commissioner guidance please note the following:

1. If you request information electronically, it will be provided to you, in that format;
2. Any previously requested information may be chargeable at cost and a flat rate fee of £25.00 per hour for staff time.

Diversity, Equality, and Inclusion

Citizen is committed to enabling diversity, equality, and inclusion in the provision of its services. If you have any specific requirements for the supply of your personal data, please can you advise below and we will use all reasonable endeavours to meet those needs.

.....
.....

Declaration

I declare that the information given is correct and that I am entitled to apply for access to the personal data detailed in this form under the Data Protection Act 2018.

Name (Block capitals)	If <u>not</u> a data subject state your relationship
Signature	Date: _/_/_/20__

Ways to return this form:

1. By post to:

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

2. By email to Shane Murphy at info@citizenhousing.org.uk

For office use only

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	