



IT Policy

Data Protection Policy

ARGYLL COMMUNITY HOUSING ASSOCIATION DATA PROTECTION ACT 1998 SUBJECT ACCESS REQUEST

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the Association for a copy of all their personal information which it holds.

All subject access requests must be made in writing and accompanied by the appropriate access fee. The request must also contain sufficient information as is necessary to enable the Association to identify the person making the request and to locate the personal information sought.

The completion of this form is voluntary and is only an aid to assist the Association in locating your personal data.

Name:

Address:
.....
.....

Postcode:

Date of Birth :

National Insurance Number:

Length of time at this address:

If you have lived at this address for less than two years, please give details of your previous address.

Previous address:
.....
.....

Post Code:

Length of time at that address:

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Type of Information Sought

You are entitled to access all your personal information held by the authority, subject to any exemptions which apply under legislation. However, to assist us in locating any specific information you require, it would be helpful if you could indicate the areas in which you are interested.

1. I am requesting access to the following personal information held by the Association:

Tenancies

House Waiting List

Repairs & Maintenance

Employment Record

Other (please give details)

2. Access to specific personal information (please give details)

.....
.....

Data Subject Declaration

In exercising the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the aforementioned is all of the personal data to which I am requesting access and which is held by the Association for its purposes. I also confirm that I am the data subject and not someone acting on his/her behalf.

Signed Date

This section to be completed by person(s) acting on behalf of the data subject.

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name

Address

Post Code

Signed Date



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ARGYLL COMMUNITY HOUSING ASSOCIATION SUBJECT ACCESS FEE

Under legislation, the Association has the right to charge a fee for access to personal information. Although we will commence with the collection of information upon receipt of confirmation to proceed, the information will not be released until the fee has been paid.

Access Fee

Subject Access Request under the Data Protection Act 1998 £10.00

Name:

Address:
.....
.....

Post Code:

Please find enclosed the appropriate access fee to enable the Association to proceed with a formal subject access request.

Access Fee under Data Protection Act 1998 enclosed £10.00