

**East North East Homes Leeds
Data Protection Act 1998
Subject Access Request Form**



The *Data Subject* is the person whose personal data are held by East North East Homes Leeds.

1. Details of the person about whom East North East Homes Leeds is holding data (the *Data Subject*).

Full Name: _____

Current Address: _____

Post Code: _____

Tel No: _____ Email: _____

2. Have you lived in a different address in the last 2 years? If you have, please give the addresses you have lived in previously. (This is to help East North East Homes Leeds locate your personal data.) If you have not, please go to section 3.

Previous Address 1

Previous Address 2

3. Are you the person named in 1 above? Yes
(The *Data Subject*)

No (tick one box)

If "Yes", Please provide evidence of your identity.

Driving Licence
Pension Book
UB40
Council Tax bill
Other evidence

If "No" you *must* provide written evidence that you have the Data Subject's authority to ask for the information on their behalf, e.g. a letter written by them, evidence of Power of Attorney, etc.

Please answer question 5 next.

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Please answer question 4 next.

4. If you are not the person about whom East North East Homes Leeds is holding data, please give your :

Full Name: _____

Current Address: _____

Post Code: _____

Tel No: _____ Email: _____

What is your relationship to the data subject? :

5. Please describe the information you are seeking. For example, are you seeking information about a benefits claim you have made, or a housing repair problem? Please provide any relevant reference numbers, etc.

6. Declaration – To be signed by all applicants.

Please note any attempt to mislead may result in prosecution.

I certify that the information I have given on this form to East North East Homes Leeds is true. I understand East North East Homes Leeds needs to be satisfied about my identity. I also understand East North East Homes Leeds might need to ask me for more details, in order to locate the information I am seeking.

Signed: _____ Date: _____

Please note, East North East Homes Leeds must respond to your request within 40 days. However, this period doesn't start until East North East Homes Leeds is satisfied about your identity, and has enough detail to locate the information you are seeking.

Please return the completed form to your local housing office, in person with the relevant documents. The Housing Support Officer there will check the form for you, copy the relevant documents and provide you with a receipt to show that the form has been received.

For Official Use Only

Check evidence of applicant's Identity.
Check evidence of Data Subject's Identity (if different)
Take photocopies of ID material.
Written authority supplied (if not the Data Subject)