

**APPLICATION FOR SUBJECT ACCESS  
DATA PROTECTION ACT 1998**



Please complete this form if you would like us to supply you with a copy of personal information that we hold about you. You are entitled to receive this information under the Data Protection Act 1998.

The information provided on this form will only be used for processing and responding to your request. It may be disclosed to other Business Units or externally in order to process your request (for example if consent is required to release information relating to someone else outside of Merlin Housing Society).

We will endeavour to respond promptly and in any event within 40 days of the following:

- On receipt of this completed form and cheque (see Part 4 – note 1); and
- On receipt of satisfactory proof of identity (see Part 4 – note 2)

<b>Part 1 – Who is making the request (Tick the option that applies)</b>			
a) I am making this application for data about me			<input type="checkbox"/>
b) I would like someone else to deal with this application on my behalf. Their name is:			<input type="checkbox"/>
..... I attach a signed Authorisation of Agent for Subject Access form			
<b>Part 2 – information about the person who the requested information relates to (the data subject)</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):		
Forename(s):		Surname:	
Your Address:			
Postcode:		Telephone No.	
If you have moved house within the last twelve months, please give your previous address:			

### Part 3 – Description of the information being requested

Please help us to deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible restrict your request to a particular service, period of time or incident. If necessary continue this section on a separate sheet.

Guidance from the Office of the Information Commissioner states; “Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request ... unless he/she is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases an open ended request will not satisfy this provision”.

Information requested:

Information requested covers the dates:

From:

To:

Relevant details to help us locate the information. (e.g. address at the time, service or department, names of previous contacts, any file reference if known etc.)

If you have previously made a subject access request (by yourself or your agent) please state the date:

**Note:** Merlin Housing Society is not obliged to comply with a request if we have recently complied with an identical request.

### Part 4 – Notes:

1. By law, Merlin Housing Society is permitted to charge to complete your subject access request. This request will not be valid until payment is received and we will not proceed with your enquiry under the Data Protection Act. Cheques should be made payable to Merlin Housing Society and supplied with your request, to your Housing Officer.
2.
  - Satisfactory proof of identity includes: A photocopy of your birth certificate, marriage or civil partnership certificate, driving license (photo card or paper), passport, two different utility bills (for example gas, electricity or water).
  - If none of these are available please contact the ICT Team for advice on other acceptable forms of identification.

**Part 5 – Checklist – Before submitting this form please check that you have:**

<input type="checkbox"/>	Enclosed the £5 Fee
<input type="checkbox"/>	Enclosed suitable proof of identity
<input type="checkbox"/>	Completed an Authorisation of Agent Form if you are appointing someone else (an agent) to make the request on your behalf (see Part 1)
<input type="checkbox"/>	Enclosed suitable proof of identity for your agent (if submitting an Authorisation of Agent Form)
<input type="checkbox"/>	Provided enough detail for us to locate the information you want – (include any separate sheets)
<input type="checkbox"/>	Signed and dated the declaration
<input type="checkbox"/>	Completed all sections of the form

**Part 6 – Declaration (please complete this declaration and return to the ICT Team)**

I certify that the information provided in this form is true. I understand that Merlin Housing Society is obliged to confirm proof of identity and that it may be necessary to obtain further information in order to comply with this subject access request. I confirm that I have read and understood the terms of this subject access form.

Name:

Signature:

Date:

**Warning:** Anyone who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.

**This form and enclosures should be completed and returned to your Housing Officer at your Area Office.**

If you have any queries, please contact the Data Protection Officer in the ICT Team on:  
(01454) 82 1234

**FOR HOUSING OFFICE TEAM USE ONLY**

Date requested & fee received:		Request Acknowledgement sent:	
Fee Receipt No.		Date responded:	
Date processed with ICT:			