

LISTER HOUSING CO-OPERATIVE LTD **SUBJECT ACCESS REQUEST FORM**

Personal information collected from you by this form, is required to enable your request to be processed appropriately, and this personal information will only be used in connection with the processing of this Subject Access Request. The use of this form is not obligatory but it will help us collect the relevant information to progress your request. Access requests can be made in other formats.

Under Data Protection Laws you have the right to request copies of your personal data. If you wish to access personal data on behalf of someone else you will need to provide us with evidence of their written consent. Any information we provide in those circumstances because of this SAR could be provided directly to the intended recipient.

Requests will be acknowledged in writing and you will be provided with a reference number for your request. Once we are satisfied your request is valid, you should receive a response within one calendar month from the date that we receive your request. . If your request is manifestly unfounded or excessive then Lister reserves the right to refuse the request or to charge for the requested information. Information relating to or provided by a third party who has not consented to the disclosure will be withheld.

For assistance on completing the form or more information on the data we may hold on you please contact the Lister office on 0131 229 6176.

For more information on your rights to access personal data - <https://ico.org.uk/your-data-matters/your-right-of-access/>

1. **Details of the person requesting the information**

Full name:	
Address:	
Date of birth:	E-mail address (optional):
Contact phone no:	

2. **Are you the Data Subject?** (tick the box that applies)

I am the Data Subject and enclose evidence of my identity and address:

I am NOT the Data Subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity and address:

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity and address:

3. Details of the Data Subject (if different to 1. above)

Full name:	
Address:	
Date of birth:	E-mail address (optional):
Contact phone no:	

4. Proof of identity and address

We need to be sure of your identity and address so that we release data to the right person. If you are a Lister tenant and bring this form into the Lister office with some Proof of Identity (see below), that will usually be sufficient.

If you are posting this in or you are not a Lister tenant, then please supply us with a photocopy or scanned image (do not send the originals) of ONE example from BOTH (a) and (b) of the following:

- a. PROOF OF IDENTITY: e.g. Passport, photo driving licence, birth certificate
- b. PROOF OF ADDRESS: Utility bill, bank/building society statement, credit card statement (not more than 3 months old); council tax bill, HMRC tax document (not more than 1 year old).

Lister will not release personal data without proper authority and reserves the right to request further proof of authority or identity if necessary.

Any proof of identity and/or address supplied, once we are satisfied with it, will be returned, or deleted/shredded with no copies retained by Lister.

5. Describe the specific information you are requesting

Housing Application		Housing Benefit	
Tenant Files		Complaints	
Rent Information		Other	

and please provide as much detail as possible, including any date periods:

6. How would you like the data to be provided to you? (tick one)

Email	
Posted	
Collection from our office	

7. Declaration (to be completed where you are the data subject)

I certify that the information which I have provided within this form is true to the best of my knowledge. I understand that Lister Housing Co-operative Ltd may require to verify my identification and may contact me to provide them with more details, to assist them to locate the information that I am seeking. I confirm that I am the data subject and I am not making this request on behalf of anyone else.

Signature:	Date of request:
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8. Representative Declaration (where you are acting on behalf of the data subject)

I confirm that I am making this request on behalf of:

_____ ENTER NAME

and include evidence of my identity and written authorisation to act on the Data subject's behalf.

Name: _____

Address: _____

Contact No. or Email: _____

Signed: _____ Date: _____

9. Where to send your request

By post to: Lister Housing Co-operative Ltd, 36 Lauriston Place, Edinburgh, EH3 9EZ.

If emailing please email to our Data Protection Officer, the organisation RGDP, at:

info@rgdp.co.uk and send a copy to us at: info@lister.coop

We're here to help:

If there is any query please contact us on **0131 229 6176** or at info@lister.coop