

The Data Protection Act 1998 provides individuals with rights over how their personal data is processed. These rights entitle you to a description of your personal data which we hold; the purposes for which it is used; and to whom your data may be disclosed. You are also entitled to obtain the personal data we hold on you. Affinity Sutton Group charge an administration fee of £10 to facilitate subject access requests, as prescribed in the Data Protection Act 1998.

To enable us to respond efficiently to your request, please specify the information you require by completing the relevant sections below and send your completed form, together with a cheque for £10 and copies of the appropriate documentation to:

**The Data Protection Officer
Affinity Sutton Group Limited
Level 6, 6 More London Place
London
SE1 2DA**

| PERSONAL DETAILS | | | |
|--|---|------------------------------|--|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____ | | |
| Name | | | |
| Address | | | |
| Postcode | | Date of Birth | |
| Telephone No | | Mobile No | |
| Email | | | |
| I am a tenant: | <input type="checkbox"/> | | |
| I am a joint-tenant: | <input type="checkbox"/> | Name of joint tenant: _____ | |
| Other: | <input type="checkbox"/> | Relationship with ASG: _____ | |
| If you are a third party acting on behalf of the data subject please complete sections A and C | | | |

| SECTION A | |
|--|---|
| <p>In accordance with the Data Protection Act 1998 you are entitled to all personal data that the Affinity Sutton Group holds on you within 40 days from receipt of your request, fee and proof of identity*. In order to enable a quicker response please indicate below which specific data you require.</p> | |
| Dates relating to information requested from: | to: |
| Rent Account data: <input type="checkbox"/> | Telephone Correspondence: <input type="checkbox"/> |
| Tenancy File: <input type="checkbox"/> | Email Correspondence: <input type="checkbox"/> |
| Other: (please describe below) <input type="checkbox"/> | |
| <p>General description of the specific information you require:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> | |
| <p><i>*Please note that we may not be able to meet your request, or provide a copy of the information if it would involve a 'disproportionate effort'; or if the law prevents us from doing so.</i></p> | |

**SECTION B
DATA SUBJECT DECLARATION**

I am the data subject and I confirm that I wish to be provided with the information which I am entitled to under section 7(1) of the Data Protection Act 1998.

Signature

Date

Please provide proof of your identity (i.e. a copy of your driving licence, passport or recent utility bill); and a cheque for £10 made payable to: Downland Housing Association.

**SECTION C
THIRD PARTY DATA SUBJECT REQUESTS**

This section should ONLY be completed when someone is acting on behalf of the data subject (i.e. request by a Third Party).

Name

Address

Postcode

Telephone no

Relationship to
Data Subject

Signature

Date

Please provide proof of the data subject's identity (i.e. a copy of their driving licence, passport or recent utility bill); your authority to act on their behalf; and a cheque for £10 made payable to: Downland Housing Association.

CHECKLIST:

Please ensure that you have provided us with the following:

- DESCRIPTION OF DATA YOU REQUIRE
- DATES RELATING TO DATA YOU REQUIRE
- PROOF OF IDENTITY
- SIGNED DECLARATION
- AUTHORITY TO ACT (third party requests only)
- £10 FEE

If you have any questions, please contact the Affinity Sutton Group Contact Centre on:
020 8313 0660 or by email to company.secretariat@affinitysutton.com