**DATA SUBJECT ACCESS REQUEST FORM**

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| **NAME:** |  |
| **ADDRESS:** |  |
| **SAR DATE:** |  |
| **REASON FOR REQUEST:** |  |
| **FORMAT REQUESTED:** | **PAPER/ELECTRONIC** (delete as appropriate) |

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|  | **PERSONAL DATA REQUESTED** | **YES/NO** |
| **1.** | **ALLOCATIONS PRE AHA TENANCY**  |  |
| (a) | Screenshots of application data when you first applied for housing e.g DOB, NI and equal opportunities data for all members of your household.  |  |
| (b) | All electronic notes made against your application.  |  |
| (c) | Your original housing application and all supporting documents you submitted.  |  |
| (d) | A copy of all letters sent to you regarding your housing application.  |  |
| (e) | **INTERNAL TRANSFER APPLICATIONS****Please specify if you want data for current live internal transfer applications, cancelled applications or both.**  | LiveCancelled Both  |
| (f) | Screenshots of application data for any internal transfer applications you have with us.  |  |
| (g) | All electronic notes made against your internal transfer application.  |  |
| (h) | Your application and all supporting documents you submitted.  |  |
| (i) | A copy of all letters sent to you regarding your housing application(s).  |  |
| **2** | **TENANCY FILE** **Please specify if you want this information for only your current tenancy/former tenancy/both.**  | CurrentFormer Both  |
| (a) | Screenshots of electronic tenancy file(approximately 10 pages) |   |
| (b) | All internal electronic notes relating to your tenancy and rent account. \*please note this can be an extensive report depending on the length of your tenancy  |  |
|  | **OR** state below a specific date period for internal notes: |  |
| (c) | A copy of your tenancy agreement.  |  |
| (d) | A copy of any tenancy changes documents e.g. permission to reside, single to joint applications, assignation applications, changes to household members or mutual exchange applications.  |  |
| (e) | A full rent statement from start of tenancy.  |  |
|  | **OR** state below a specific date period for rent statement: |  |
| (f) | A copy of all letters we have sent to you regarding: (please circle below) RentEstate ManagementAny other tenancy matters  |  |
|  | **OR** state below a specific date period for letters: |  |
| (g) | A copy of any documents we have regarding your tenancy or rent account.  |  |
|  | **OR** state below a specific date period for any documents: |  |
| **3** | **REPAIRS & MAINTENANCE** **For current tenancy and/or former tenancy.**  | Current Former Both  |
| (a) | List of all repairs carried out to your home during your tenancy |  |
|  | **OR** state below a specific date period for repairs: |  |
| (b) | A copy of all letters sent to you regarding maintenance of your property.  |  |
|  | **OR** state below a specific date period for letters: |  |
| (c) | Notes held regarding any rechargeable repairs. |  |
| (d) | Recharge repairs account print out.  |  |
|  | **OR** state below a specific date period for recharge repairs account: |  |
| **4** | **COMPLAINTS MADE BY YOU** **Current and or/former tenancy.**  | Current Former Both |
| (a) | Details of all complaints made by you |  |
|  | **OR** list below specific complaints made by you: |  |
| **5.** | **COMPLAINTS MADE AGAINST YOUR TENANCY** **Current and/or former.**  | Current Former Both  |
| (a) | All electronic notes relating to any complaints made against your tenancy or household. \*please note these will be fully redacted to remove anything identifying third parties.  |  |
| (b)  | Copies of all letters sent to you regarding this.  |  |
| (c) | Copies of all any reports/documents relating to complaints against your tenancy.  |  |
| **6.** | **TEXT MESSAGES**  |  |
| (a) | A list of all texts sent to you since your first contact with us.  |  |
| (b) | A list of all text messages received from you since your first contact with us.  |  |
|  | **OR** state below a specific date period for text messages: |  |
| **7.**  | **EMAILS** |  |
| (a) | All Emails exchanges between you and the Association |  |
|  | **OR** state below a specific date period for email exchanges: |  |
|  | **OR** state below emails between you and a specific individual(s):  |  |

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| **OFFICE USE ONLY:** |
| **DSAR REF:** |  |
| **DATE PROVIDED:** |  |