**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.** | Live  Cancelled  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.** | Current  Former  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)  Rent  Estate Management  Any 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:** |  |