

Orkney Housing Association Limited

Subject Access Request Form

This form is to be used by individuals who wish to find out what information, if any, the Association is holding or is processing that relates to them.

The information requested will enable the Association to (a) satisfy itself as to your identity and (b) find any data held about you. Please complete the form using block capitals and black ink.

Section 1 – About yourself

Surname: _____ Date of Birth: _____

First names: _____

Address: _____

Post Code: _____ Telephone Number: _____

If you would have been known to us by a different name, or at a different address during the period to which the information you are seeking relates, please state these below:

Section 2 – Proof of Identity

To help establish your identity, you must submit a copy of one document from each of the following categories with your application:

1. Confirmation of name:

Full driving licence
Passport
Birth certificate

2. Confirmation of name and address eg:

Full driving licence Utility bill Bank or Credit Card Statement

Other _____

Section 3 – Helping us to find the information

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking; the likely location of the information; the name of the person in the Association who may have created or had access to the information; and please specify time periods.

Section 4 – Declaration

The information I have supplied is correct and I am the person to whom it relates.

Signature: _____ Date: _____

Warning – attempting to obtain personal data to which you are not entitled may be an offence under Data Protection Legislation.