

Data Protection Act 1998

Request form for access to personal data

I,

[insert full name, address and date of birth] wish to have access to

Name of person making the request if not the Data Subject

Relationship to the Data Subject -----

Please provide evidence of authority to act on behalf of data subject

1. Either, data that Muir Group Housing Association Ltd has about me in one or more of the following categories:

(a) data relating to application(s) for housing, employment, staff review or career progression;	[]
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(b) housing or employment-related references;	[]
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(c) any other statement of opinion about my abilities or performance not included in (a) or (b) above;	[]
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(d) health and medical matters;	[]
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(e) disciplinary matters;	[]
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(f) other information (please specify below)	[]
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*N.B. if your request relates to CCTV images, please specify date(s), time(s) and location.
Please note that CCTV images are only kept for a limited amount of days.*

2. Or, all the data that the Association currently has about me, either as part of an automated system or part of a relevant filing system.	[]
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[Please tick as appropriate]

I understand that a fee of £10.00 is payable (1), and this is enclosed, together with (one document required) my birth certificate/driving licence/passport/library card/staff identity card/other (please specify) as proof of identity (2).

Signed: _____ Dated: _____

Address for correspondence: (if different from above)

Upon completion, please forward this form to:

Data Controller
Muir Group Housing Association Ltd
Old Government House
Dee Hills Park
Chester
CH3 5AR

(1) Cheques should be made payable to Muir Group Housing Association Ltd

(2) Original document required

Office use only

Date request received _____ Date information supplied: _____

