



Section 1 – Data Subject Details

Surname	
Forename(s)	
Tenant Reference	
Contact Number	
Address	
Email address	
Date of Birth	

We may need to contact you to clarify your request using the details provided above.

Section 2 – the Personal data you would like access to

Housing Application		Housing Benefit	
Tenant Files		Complaints	
Rent Information		Other	Please note below

Other: Please enter as much detail, including any relevant date about the data you are requesting:

Section 3 - how would you like the data to be provided to you?

Email	
Posted	
Collection from our Office	



Section 4 – Declaration

I certify that the information which I have provided within this form is true to the best of my knowledge. I understand that Craigdale Housing Association may require to verify my identification and may contact me to provide them with more details, in order that they may locate the information that I am seeking. I confirm that I am the data subject and I am not making this request on behalf of anyone else.

Signed: _____

Date: _____



Representative Declaration (if relevant)

I confirm that I am making this request on behalf of: _____
ENTER NAME and have provided evidence of my identity and written authorisation to act on the data subject's behalf.

Name: _____

Address: _____

Contact Number or Email address: _____

Signed: _____

Date: _____

Please email a copy of your completed form and copies of any required photos or identification to:

Craigdale Housing Association, 83/85 Dougrie Road, Castlemilk, Glasgow, G45 9NS

Or

info@craigdaleha.co.uk

Office Use Only	
Date Request Received	
Verification of ID completed	
SAR Reference	
Data Subject	
Representative (if relevant)	
Due Date	
Completed within 1 month	
Extension / Other Notes	