

Request form for access to information

Your right to see information

The Data Protection Act says that if you ask us or send us a written request (including by email), we will tell you whether we, or someone else on our behalf, are processing your personal information. We must give you the following details:

- confirmation that your data is being processed and the reasons for that processing;
- access to or a copy of your personal information;
- the recipients of your information and how long we retain your information.

We will not carry out your request if we have already done so before unless a reasonable time has passed since your first request.

Under the terms of the act, you must give us the following before we can deal with your request.

1. Evidence of your identity so that we do not disclose your personal information to the wrong individual.
2. Details of the information you need (which must be enough to allow us to find the information you need).

Under the act, we must consider our duty of confidentiality to any other individual involved. This may involve getting the permission of other people to reveal information. We will let you know if anyone refuses their permission.

We will send our response within **one month** of receiving the following: proof of your identity.

Please give us the following information:

1. Your details

Your full name

.....

Your address

.....

.....

Your phone number (optional)

Your fax number (optional)

Email (optional)

2. Do you want details about yourself?

Yes If you want details about yourself, please send us evidence of your identity, for example, a library card, driving licence, birth certificate (or photocopy) and, if necessary, a stamped addressed envelope for returning the document. (Please go to question 5.)

No Are you acting on someone else's behalf? If so, you must enclose their written permission along with evidence of their identity. (Please fill in questions 3 and 4.)

3. Details of the person you want information about (if different from above)

Full name

.....

Their address

.....

.....

Their phone number (optional)

Their fax number (optional)

Email (optional)

Declaration

I confirm that the information I have given on this application form is true. I understand that you will need to confirm my identity and you may need to get more detailed information to find the correct information.

Signed

Date:

Please return the form to:

Data Protection Officer
Rooftop Housing Group
70 High Street
Evesham
WR11 4YD
Email: dpo@rooftopgroup.org

Documents which you must send with this application

- Evidence of your identity.
- Evidence of the identity of the person you want information about (if different from above).
- Evidence of their permission to reveal information to you (if this applies).
- A stamped addressed envelope to return proof of your identity or authority documents (if appropriate).

Office use only:			
Date received:	Date sent to data source:	Date returned:	Date sent to data subject:
Date to be archived:		Date to be destroyed:	