# **Data Subject Access Request (DSAR) Form**

A Data Subject Access Request allows you to determine what information we hold about you.  
The information provided in this form will be used to authenticate your identity and to clarify which information you would like. You do not need to complete this form but it will make handling the request faster. We will usually respond to your request within one calendar month of receiving a valid request.

The fields denoted with \* are required for us to confirm your identity.

#### **DATA SUBJECT DETAILS:**

**Section 1**

|  |  |
| --- | --- |
| Title |  |
| Surname\* |  |
| Previous Surname (if relevant)\* |  |
| First name(s)\* |  |
| Reference Number  (tenancy/owner account) |  |
| Current address (if you request the information by post this is the address we will post it to)\* |  |
| Previous address (or addresses) if you have moved in the last five years |  |
| Telephone number |  |
| Home number |  |
| Work number |  |
| Mobile number |  |
| Email address |  |
| Date of birth\* |  |

## THE REQUEST

**Section 2**

|  |  |
| --- | --- |
| Details of data requested  (Please be as specific as possible, providing timeframes, names/job titles of people who you believe are processing your personal data and as much information as possible to enable us to locate the personal data that you are requesting) |  |
| How would you ideally like the information to be supplied to you?  (This could be by post or by email. Please note that we will not disclose sensitive information to you via email). |  |

|  |
| --- |
| **DECLARATION** |
|  |
| I, ………………………………………………………,  the undersigned and the person identified above, hereby request that Saxon Weald  provide me with the data about me. |
|  |
|  |
| Signature: ……………………………………… Date: …………………………….. |
|  |
|  |
|  |
| **For office use only:** |
| **This form must immediately be forwarded to Saxon Weald’s Data Privacy Officer and recorded on the DSAR register.**  ICO registration number: ZA490750 |
|  |
|  |

## **DETAILS OF PERSON REQUESTING THE INFORMATION**

## **(If not the data** subject):

**Section 3**

|  |  |  |
| --- | --- | --- |
| Are you acting on behalf of the data subject with their written or other legal authority? | | Yes ☐  No ☐ |
| If ‘Yes’ please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) | |  |
| **Please enclose proof that you are legally authorised to obtain this information.** | | |
| Title |  | |
| Surname |  | |
| First name(s) |  | |
| Current address |  | |
| Telephone number |  | |
| Home number |  | |
| Work number |  | |
| Mobile number |  | |
| Email address |  | |

|  |
| --- |
| **DECLARATION** |
|  |
| I, ………………………………………………………, the undersigned and the person identified above, hereby request that Saxon Weald provide me with the data about the data subject identified in section 1. |
|  |
| Signature: ……………………………………… Date: …………………………….. |
| **For office use only:** |
| **This form must immediately be forwarded to Saxon Weald’s Data Privacy Officer and recorded on the DSAR register.**  ICO registration number: ZA490750 |