

Data Protection Act 1998 Subject Access Request Form

This form is to be completed by the resident wishing to access personal information held by Homes for Islington.

Full Name

Address

Date of birth Telephone number

1. To help us locate the information that we hold that you would like to access, please supply any relevant details:

I would like access to the following information (tick any that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> My tenancy file | <input type="checkbox"/> My repairs history | <input type="checkbox"/> My transfer file |
| <input type="checkbox"/> My complaints record | <input type="checkbox"/> My rent history | <input type="checkbox"/> My ASB records |
| <input type="checkbox"/> Access to a telephone call to/from HFI ¹ (We cannot guarantee we will be able to access all recordings see footnote 1. Please complete 3) | | |

2. I would like to access this specific information:

3. Complete for Telephone call requests **only**

<u>Date</u> and approximate <u>time</u> of call:	
Telephone number you made or received call from	

We offer two options for supply of this data (please choose one)

I would like an appointment to listen to the recording at the HFI office <u>OR</u>	TICK
I would like to collect an audio file (disk) of the conversation	

4. Any additional information you feel may help us to locate the information you are interested in e.g. the team that dealt with you, the staff member that dealt with you, the service you received, the information you gave us, the telephone number you called:

¹ We cannot guarantee we will be able to access all telephone calls made or received. Calls to and from HFI offices with appropriate telephony systems may be recorded for training and quality purposes. Calls may be retained for up to 12 months.

5. If an agent is acting on your behalf, then you must complete the following:

I authorise

to seek access on my behalf to my personal information held by Homes for Islington. I declare that this authorisation was freely given.

Signed:

Date:

6. You must read, sign and date to confirm your agreement to the following:

I wish to request access to my personal information held by Homes for Islington in accordance with the Data Protection Act 1998.

I understand that to ensure confidentiality it may be necessary for Homes for Islington to obtain further information to confirm my identity and to locate information sought. I enclose the application fee of £10 (cheque to be made payable to Homes for Islington)

Homes for Islington reserves its legal rights in respect of any publication by the data subject of the information (e.g. recordings), including under the laws of libel.

I would like the reply to this request to (tick as appropriate):

Be sent to my home address (exception - audio disks must be collected and signed for)

Arrange to visit the area housing office to view the information – to listen to a telephone recording you will be required to visit the office concerned. (All our offices are in Islington and accessible)

Signed:

Date:

HFI Receipt: Subject Access Request Form

Name of resident

Address

Date received:

Office stamp:

CUSTOMER Receipt: Collection of audio disk

Identification checked:

HFI employee signature:

Password issued:

Customer signature:

Date: