

Rosehill Housing Co-operative Limited

GDPR Subject Access Request

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the EU General Data Protection Regulation (GDPR). We can provide information about any processing of your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within 28 days of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying you and the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly, you can make your request verbally or in writing including by email.

Section 1 – Details of person requesting the information

Full Name	
Current Address	
Telephone Number	
Email address	
Date of Birth	

Section 2 – Are you the data subject (person whose information you request from us)?

- ☐ Yes, I am the data subject. I enclose proof of my identity (see below)
Please go to Section 4
- ☐ No, I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below)
Please go to Section 3

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following: (If you are a tenant known to us you will not need to provide identification if you bring this form to the office)

1. Proof of identity (passport, current driver's license, birth certificate, national entitlement card) and
2. Proof of address (utility bill, bank statement, current driving license, local authority tax bill)

Section 3 – Details of the Data Subject (if different from Section 1)

Full Name	
Current Address	
Telephone Number	
Email address	
Date of Birth	

Section 4 – Please provide details of the information you are requesting

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Whilst most information you request will be provided by us free of charge, in accordance with article 12 of the GDPR, we reserve the right to charge a fee or refuse the request if it is considered to be manifestly unfounded or excessive.

Declaration:

I confirm that I have read and understood the terms of this subject access request form and certify that the information in this application is true. I understand that it is necessary for Rosehill to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature: _____

Date: _____

Documents which must accompany this application

- Evidence of your identity (see Section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

Rosehill Housing Co-operative Limited
250 Peat Road
Glasgow
G53 6SA

Email: admin@rosehillhousing.co.uk
Telephone: 0141 881 0595

To be completed by Staff Member:

Authorised? ☐ Yes ☐ No

Signed:	
Position:	
Date:	
Notes: Identification confirmed by: <input type="checkbox"/> Knowing the person <input type="checkbox"/> Documentation Documents seen: <input type="checkbox"/> Passport <input type="checkbox"/> Current Driver's License <input type="checkbox"/> Birth Certification <input type="checkbox"/> National Entitlement Card <input type="checkbox"/> Utility Bill <input type="checkbox"/> Bank Statement <input type="checkbox"/> Local authority tax bill	