

Data Subject Access Request Form

Please read this **before** completing the form.

- If you wish to receive a copy of the personal data which we hold about you, please complete Section 1 of this form. You are entitled to receive this information under the Data Protection Act 1998.
- If you are aged under 18, please make sure Sections 1 to 5 are completed.
- If you are applying on behalf of a child under 18 or an adult with either a mental health or learning disability, please make sure Sections 1 to 4 and Section 6 are completed.
- If you are authorising someone else (an "agent") to access your data, please make sure Sections 1 to 4 and 7 are completed.

When you have filled in the relevant sections please read, sign and date the Declaration. Thank you.

1. APPLICANT'S DETAILS

Full Name:
(Please print)

Date of Birth: Tel No:

Address:
..... Post Code:

Email Address:
.....

2. Please provide a description of the sort of personal data which you are seeking and the dates from which we should search, eg "Housing Benefits with effect from 1st April, 2000".

.....
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.....
.....
.....

3 a Please indicate if you are currently employed by Tristar Homes Limited
YES / NO*

b If the answer to the above question is no, please indicate if you have ever been employed by the Council -YES/NO* and if so between which dates you were employed

* Please delete as appropriate

4 Please provide any further information that might assist us in our search:

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.....

5 APPLICATION BY A PERSON UNDER THE AGE OF 18

A parent or guardian or social worker, where appropriate, should certify that the applicant understands the nature of the application.

I (name)

of (address)

.....

certify that the applicant named in Section 1 understands the nature of the application.

Signed:

.....Date.....

6 APPLICATION ON BEHALF OF A CHILD OR AN ADULT WITH EITHER A MENTAL HEALTH OR LEARNING DISABILITY

If you are making a request on behalf of a child (under 18 years old) or an adult with either a mental health or learning disability.

Your name

Your address

.....

Name of child or adult with either a mental health or learning disability (this should be the same as that shown in Section 1)

.....

Please tick ONE of these boxes:

This child or adult is incapable of understanding the request

This child or adult has consented to my making this request on his/her behalf

7 APPLICATION BY AN AGENT

If you authorise someone else to have access to your data, please complete this Section.

I certify that (name of agent).....

of (address of agent)

is authorised by me to have access to all*/only* the following (please specify)

.....
.....

Signed:

.....Date:.....

8 If the information you request reveals details directly or indirectly about another person, we will have to seek their consent before we can let you see that information.

In certain circumstances we may not be able to disclose that information to you, in which case you will be informed promptly and given full reasons for that decision.

9 A fee of £10.00 is payable for each request by a person who is not an employee of Tristar Homes Limited. This fee must be prepaid and enclosed with this Access Request Form. Cheques should be made payable to "Stockton on Tees Borough Council"

No fee is payable for an employee's request regarding employment related data, but employees will be required to pay reasonable photocopying charges for any copy documents they may request.

10 DECLARATION – THIS MUST BE COMPLETED BY ALL APPLICANTS

The information given above is correct to the best of my knowledge and I confirm that I am the

- person named above, or the
- parent/guardian/agent of the person named above (*delete as appropriate)

I understand that I may not be entitled to receive data which reveals details directly or indirectly about another person. I also understand that it may be necessary for Tristar Homes Limited to obtain more detailed information in order to be satisfied as to my identity and to locate the appropriate personal data.

• I confirm that as I am not an employee of Tristar Homes Limited I have enclosed a cheque for the £10.00 fee, or

• As an employee of Tristar Homes Limited making a request regarding employment related data, no fee is payable although I understand I will be required to pay reasonable photocopying charges for any copy documents I may request. (*delete as appropriate)

Signed:.....Date.....

YOUR LOCAL CONTACTS

If you are aware of the specific service your request or query relates to please contact the relevant Officer from the list below:-

Information regarding this form can be made available to non-English speakers. Arrangements have been made to employ ethnic minority staff and interpreters to meet the language needs of ethnic minority communities. Further information on the services described in this leaflet, in your language, can also be provided through our ethnic minority employees, or an interpreter, by contacting one of the officers listed above.

Designed & Produced by design+print@sbc sst0245 12/04

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Website:

Email: customerservices@tristarhomes.co.uk