

Keelman Homes
Data Protection Act 2018
Data Subject Access Application Form

Under the terms of the Data Protection Act 2018, an individual is entitled to ask for a copy of all the personal data we hold about him or her.

Under the terms of the Act, there is no charge for this and we must process your request within one calendar month. This can be extended by a further two months but we must notify you within one month.

If you would like to access the data held about you, please complete the details required on this form and return it to Data Protection Officer, Keelman Homes Limited, Civic Centre, Regent Street, Gateshead NE8 1JN or email nataliebaldwin@gateshead.gov.uk

Personal Details:

Name:.....

Present Address:

.....

Post Code:.....

Date of Birth:

Email Address:.....

If you have lived at this address less than two years

Previous Address:

.....

Post Code:.....

Relationship to Keelman Homes

Current Employee Job Applicant Board Member

Previous Employee Tenant Leaseholder

Former Tenant Other (please provide details below)

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How would you prefer to receive your information?

Recorded delivery Secure email Collection

Data Processing

Please state what personal data you would like to access:

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Please provide any additional information which will assist the search:

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If an application is being made by an Agent on behalf of the data subject please complete the following: -

I (name)

Of address and name of agency

.....

..... Postcode

Is authorised by to have access

To the personal data requested on behalf of

Signature of Agent Date

Signature of Data Subject Date

Data Subject Declaration

In exercising the right granted under the Data Protection Act 2018, I request that you provide me with a copy of the personal data about me as requested and confirm that the information I have provided on this form is correct.

I understand that I am only entitled to receive personal data relating to myself and that I may not be entitled to receive data which reveals either directly or indirectly information relating to another person. I also understand that I may be asked for more information if required to ensure that my identify is confirmed.

I understand that my request will not be processed until Keelman Homes has received this signed form and that it may take up to one calendar month before I receive the information.

If this request has been made by an agent on my behalf I also confirm that I give approval for all such information to be shared with them.

Signed Date