



## Application for Access to Personal Information

We hold information about a variety of individuals, including our tenants, residents and other customers, staff members, volunteers, governing body members, suppliers and contractors. Data Protection laws give these individuals the right to access their personal data. This is commonly referred to as 'subject access.'

A subject access request (SAR) can be made verbally or in writing, and submitted via post or email. We have provided this form to help applicants submit a request. Completing the form is optional – applicants can, if they prefer, describe the information they are looking for in a letter or email, or by speaking to a member of staff either face to face or over the telephone. Using the form can also help us understand the request, verify applicant details and locate the requested information.

### Acting on Behalf of Someone

An individual can allow another person to make a SAR on their behalf. We will normally require such a person to provide evidence of their authority to act and proof of their identity.

### Requesting a Child's Information

In Scotland, a person aged 12 years or over is presumed to be of sufficient age and maturity to be able to exercise their right of access, unless the contrary is shown. Where an adult, including a parent, makes a request on behalf of a child we may (if appropriate) contact the child to discuss the request and make sure they are happy for the information to be shared with the requester.

### How Your Information Will be Used

The information provided on this form will be used for handling your SAR. It will be shared with relevant persons to allow us to process your request. Further information on how we use your information is available in our Privacy Notices, which are available on our websites or on request.

APPLICANT DETAILS	
Full Name	
Any Previous Names	
Date of Birth	
Telephone Numbers	
Email	
Addresss	
Postcode	

**IF ACTING ON BEHALF OF THE APPLICANT PLEASE COMPLETE THIS SECTION**

I have been authorised to act on behalf of the applicant named above. I declare that I will not disclose any information from their records other than to the person on whose behalf I am acting, unless they give me their express permission.

Name	
Telephone Numbers	
Email	
Address	
Postcode	
Relationship to applicant	

**AUTHORISATION** (To be completed by applicant if appropriate)

I hereby authorise the above named person to seek access to my personal information. I declare that I give this authorisation freely.

Name	
Signed	
Date	

**INFORMATION REQUESTED**

Description of information (Provide details of the relevant service area, if appropriate)	
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Time period covered (give exact dates if possible)	
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Please use the space below to supply any additional information which is relevant to your request.

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## PROOF OF IDENTITY

We have a duty to ensure the information we hold is kept secure and must be satisfied that you are who you say you are and that you are entitled to have the requested information. We may ask you to provide proof of your identity. You can do this by showing us your current passport, driving licence or birth certificate; or a recent utilities bill or statement, Council Tax bill, benefit notification, or rent or mortgage statement. We will not retain copies of any documentation you provide.

Evidence must also be provided in respect of applications concerning children, together with evidence of your parental responsibility to each child.

## DECLARATION (To be signed by applicant)

I certify that the information given on this form is accurate and true, and that I am the person to whom it relates.

Name:

Signed:

Date:

## SUBMISSION

Please email this form to: [CaledoniaDPO@Caledoniaha.co.uk](mailto:CaledoniaDPO@Caledoniaha.co.uk) Alternatively, it can be handed in or sent to any of the following addresses, or given to any member of staff.

<p>5 South St John's Place Perth, PH1 5SU</p> <p><u>Opening hours:</u> Monday – Thursday 9am – 5pm Friday 9am – 4pm <a href="http://www.caledoniaha.co.uk">www.caledoniaha.co.uk</a></p>	<p>118 Strathern Road Broughty Ferry Dundee, DD5 1JW</p> <p><u>Opening hours:</u> Monday – Thursday 9am – 5pm Friday 9am – 4pm <a href="http://www.caledoniaha.co.uk">www.caledoniaha.co.uk</a></p>
<p>3 Cowgate Kirkintilloch Glasgow, G66 1HW</p> <p><u>Opening hours:</u> Monday 9am -12pm Wednesday 1.30pm - 5pm Friday 9am - 4.30pm <a href="http://www.caledoniaha.co.uk">www.caledoniaha.co.uk</a></p>	<p>167 Main Street Renton West Dunbartonshire, G82 4PF</p> <p><u>Opening hours:</u> Monday – Friday: 9am – 5pm <a href="http://www.cordalehousing.org.uk">www.cordalehousing.org.uk</a></p>
<p>16 Merkins Avenue Bellsmyre Dunbartonshire G82 3EB</p> <p><u>Opening hours:</u> Monday – Friday: 9am – 5pm <a href="http://www.bellsmyrehousing.org.uk">www.bellsmyrehousing.org.uk</a></p>	<p>For help completing this form, please telephone <b>0800 678 1228</b> or speak to a member of staff.</p>

