

DATA PROTECTION ACT 1998 SUBJECT ACCESS REQUEST



This form is to be used by individuals who wish to find out what information, if any, Cheshire Peaks & Plains Housing Trust (The Trust) is holding or is processing that relates to them. There is a guide to assist you in filling in this form. An application for access to information must be made directly to 'The Trust' and not to the Information Commissioner.

The information requested below will help The Trust (a) satisfy itself as to your identity and (b) find any data held about you. Please complete all areas applicable, and use BLOCK letters and BLACK ink.

Section 1 – About yourself [See note 7]	
Title (Mr, Mrs, etc)	Date of Birth
Full Name (including Maiden Name)	Gender
Telephone Number	
Email Address	
Home Address	
Postcode	

Section 2 – Proof of Identity [See note 8]	
<p>To help establish your identity, you must submit a copy of one document from <u>each</u> of the following categories with your application:</p> <p><u>(a) Confirmation of name:</u> - full driving licence*, passport, birth certificate.</p> <p><u>(b) Confirmation of name and address:</u> - full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it MUST show your name and address). *Complete copy of both parts of your full (not provisional) driving license will be sufficient for both categories.</p>	
I am providing the following types of identification:	
A)	B)

* A provisional Driving License is not acceptable.

Section 3 – Helping us to find the information [See note 9]

Please use the space below to provide further details that may help to locate the information sought. For example specific documents or information that you are seeking; the likely location of the information; the name of the person in The Trust who may have created or had access to the information; and any relevant time periods.

Continue on additional sheet if necessary

Section 4 – Declaration [See note 10]

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct, and I am the person to whom it relates.**Signature:****Date:****Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.****Customer Checklist***Is your contact information correct?**Have you signed the form?**Have you enclosed acceptable identification?**Have you enclosed the fee?**Have you completed all the sections?**Have you provided information to assist us in identifying and finding the information?***Cheshire Peaks & Plains Housing Trust Checklist (Office Use Only)*****Date Application Rec'd******Application Signed******Yes / No******Identification (a) - Details******Application Complete******Yes / No******Identification (b) - Details******ID Info provided******Yes / No******Original Docs. Returned******Fee Paid******Yes / No******Yes / No******Identification checked******Method of Payment******Counter-signatory checked******Receipt number******Allocated to (DPCO)******Checked by (DPCO)***

Guide to making a Subject Access Request

1. Introduction

These notes are intended only as a guide to completing The Trust Subject Access Request form, not as a guide to the Act itself. For further advice on filling out the form, please telephone us on 0800 0121311 (or email us at : data.protection@cppht.com).

Data protection law is set out in the Data Protection Act 1998 obtainable from The Stationery Office. Further information and advice is also available from the website of the data protection regulator - the Information Commissioner's Office (www.ico.gov.uk)

2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether The Trust, as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

Examples of the type of information that the trust may hold are application forms, and any correspondence where the data subject can be identified from and is the subject of.

3. The Trust's Rights Not to Disclose Information

Where an exemption is available under the Act, The Trust may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- the carrying out of our regulatory functions;
- the prevention or detection of crime; or
- the apprehension or prosecution of offenders.

and where disclosure of the information would be likely to prejudice any of these purposes. We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

4. Payment

A fee of £10 is payable for each subject access request that you submit. Please send a cheque, postal order or international bankers' draft (in Pounds sterling only). We do not accept credit cards, debit cards, cash, or any other currency. Cheques etc. should be made payable to the **'Cheshire Peaks & Plains Housing Trust'**.

Applications that do not include the correct fee in an acceptable form will not be processed. Similarly, cheque payments that fail to clear will also result in the application not being processed. We will contact you in these situations.

5. Processing by The Trust

Applications will be processed promptly, but in any event a response will be made within 40 calendar days, as permitted under the Act, from the date that we accept the properly completed application form along with your proof of identity and fee.

Application forms will not be accepted or processed unless the application form is completed correctly with all requested information being supplied, countersigned, proof of identity provided and the correct fee paid.

Help to Complete the application form

6. Section 1 – About Yourself

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices only.

The information will also help The Trust to confirm your identity (see Note 7).

7. Section 2 – Proof of identity

The Trust has a duty to ensure that the information it processes is secure; The Trust will only provide the information relating to you if we are satisfied regarding your identity ie that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

The Trust does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information The Trust holds about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

8. Section 3 – Helping us to find the information

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (e.g. who in The Trust was/might be dealing with the matter). Guidance from the Office of the Information Commissioner states; "Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request ... unless he/she is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases an open ended request will not satisfy this provision".

The information that The Trust is obliged to disclose under the Data Protection Act of 1998 is any information held on file whether this is electronic or paper that identifies the person

9. Section 4– Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1, and will not process any application unless it has been signed and dated.

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

10. Your Checklist

This is a brief checklist to ensure that you have completed the form properly. This does not require completion it is there to make you aware of all information that needs to be completed.

11. Submission

When you have completed the form, please send it together with your proof of identity and fee to:

**DATA PROTECTION
CHESHIRE PEAKS & PLAINS HOUSING TRUST
ROPEWALKS
NEWTON STREET
MACCLESFIELD
SK11 6QJ**

Forms that are incomplete will be returned; forms that are complete but for which suitable identification and/or fee have not been received will be put on hold until we are sent the outstanding items.