

Data Subject Access Request

NPH Data Protection Officer

Northampton Partnership Homes
The Guildhall
St Giles Square, Northampton, NN1 1DE
Tel: 01604 838794



Data Protection Act 2018

The Act gives individuals the right to request personal data held by organisations about them.

This form is only to be used when making application for access to personal data held by Northampton Partnership Homes. The Data Protection Act 2018 does not stipulate a prescribed form for submitting a subject access request. This form is provided for ease to help ensure we have all of the information in order to deal with your request.

To enable NPH to deal promptly with your request, and to satisfy the legal requirements placed upon it to ensure the identity of the individual, please complete the following.

Further information can be obtained from the Data Protection Officer at the above address.

For Office Use:	
Date application received:	
Date Identity received:	

SECTION1: (PLEASE USE BLOCK CAPITALS)

Applicant's Surname		Title	
Forenames		Date of birth	
Address		Tel: No	
		Housing application ref. / Rent account ref.	
Postcode			
E-mail address			

SECTION 2:

Are you:

(a) The Data Subject? _____ If yes go to section 3

(b) An Agent for the Data Subject? _____

If (b) please attach a copy of your written authority to act on the Data Subject's behalf.

If you do not possess written authority, please answer the following:

What is your relationship to the Data Subject? _____(e.g. parent)

Note: Your agent / representative will also need to provide confirmation of their identity as detailed in section 3 to show they are the person you have nominated to act on your behalf.

It may be necessary for NPH to obtain more detailed information in order to be satisfied as to you or your agent's identity and/or to locate your personal information.

SECTION3: Supporting Evidence

Section 7(3) of the Data Protection Act requires NPH to ensure that you are entitled to the information you are requesting. Please indicate below which two forms of identification you are supplying, (one from each section which must be originals). Information Requests cannot be processed without the relevant identification. Clear and legible copies can be attached to your emailed request. Alternatively you can make an appointment to do this personally. No one else will have access to the information you provide and the copies will be kept securely and only held for 2 years as a record of your request. If you cannot provide us with satisfactory proof of your identity, your application may be rejected.

(1) - Address showing where you live	(2) - Personal ID showing who you are
Utility Bill	Passport
Rent book/ Rent Statement	Photo Driving Licence
Bus pass	Full Birth Certificate
Bank Statement	Other: (Please state)

SECTION 4: What information do you require?

Please use this space to give details of the information you are requesting. Include information which you feel will help locate the specific information you require for example: Dates, related Service Area in NPH.

(Please continue on a separate sheet if required)

In addition to the right to have access to the information we hold about you, in certain circumstances you also have the right to:

1. Object to and restrict the use of your personal information for customer research purposes
2. (where you have explicitly consented to the use of your personal data and that is the lawful basis for processing) the right to withdraw your consent to the processing of your data for customer research purposes and the right to data portability (where processing is carried out by automated means)

You can use the same process to request access to your information as well as to exercise any of these rights.

SECTION 5: Please confirm the format you wish the information to be provided.

Post ☐ Email ☐

Please note copies of the information NPH holds may be charged at the rate of 12p per printed A4 side. You will be notified in writing of any other disbursement charges that may apply before information is disclosed. Charges are made in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

SECTION 5: Once we are satisfied that you meet the criteria for disclosure under the Data Protection Act, and you have provided us with the relevant information to confirm your identity you should receive a response from us within one calendar month from that date.

The documents you receive may have data redacted (blacked out). This is because our records may contain third party information that we cannot release to you under the Data Protection Legislation.

SECTION 6: I certify that the information given is, to the best of my knowledge and belief, correct and that I am the Data Subject / Data Subjects Representative, entitled to copies of this Information. I am aware that if I have knowingly made a false declaration I may be liable to prosecution.

Signed: _____ Date: _____

Full Name: _____

Please return the completed form, together with any supporting documentation to:

By Post:

Data Protection Officer • Northampton Partnership Homes • The Guildhall • St. Giles Square • Northampton • NN1 1DE

By Email:

Information@nph.org.uk