

This form is available in a variety of languages and formats; please contact us if you require an alternative version.

You are entitled to see your personal data that we hold. This right is provided under the Data Protection Act 2018; General Data Protection Regulations 2018. A summary of your rights is provided in our privacy statement which is located on our website soha.co.uk

If you would like Soha to provide you with information about the personal data we hold about you, please use this form. You are not obliged to complete this form to make a request but doing so will make it easier for us to reply quickly. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and to help us respond to your request.

The information for you alone will be produced even if you are a joint tenant/applicant. If you wish information for both parties where this applies please ensure both sign parties complete this form.

We will aim:

To provide you with the information in the 30 days allowed under the regulation or sooner.

- If we think the information will take longer; we will notify you within 30 days for a 60-day extension.
- We may need to clarify the information with you in which case we will write to you.
- If the information you request reveals details directly or indirectly about another person where disclosure would adversely affect their rights and freedom, we may not be able to disclose the information to you.
- In most cases we will be happy to provide you the information you request, however we reserve the right to refuse or charge a fee, if by doing so it would take a “disproportionate effort”, and the request might be considered manifestly unfounded or excessive.

Identity:

A data subject means the person whose information we hold. To ensure we are releasing data to the right person we require proof of your identity and address.

Requester	Proof
Data Subject	A copy of either your photo driving licence, passport, national identity card, or birth certificate <u>plus</u> a copy of either a utility bill, bank statement, credit card statement, TV licence, local authority tax bill, or tax document within the last 3 months.
Third Party	Identification for the third party as above <u>plus</u> a signed letter of authorisation from the data subject allowing you to make the subject access request on their behalf.
Under 16s	A copy of either your passport, national identity card, or birth certificate <u>plus</u> a signed letter of support from your parent or legal guardian.

	Requester	Data Subject (if <u>not</u> requestor)
Full Name:		
Address:		
Telephone number:		
Email address:		
<p>Please describe the information you are seeking. If there is something specific you are concerned about let us know or if you can indicate when the information may have been recorded, this will assist us to help you. The more specific you can be in your request, the more it will help us to provide you with what you need.</p>		
Time period of the information you require:		
Declaration		
<p>I confirm that I have read and understood the terms of this subject access form and understand that it is necessary to confirm my / the data subject's identity and it may be necessary to obtain more detailed information to locate the correct personal data.</p>		
Requester(s) Name:		
Requester(s) Signature:		
Date of Request:		