

HousingExecutive

Representative form for Data Subject Requests

Details of the Data Subject:

Full name:	
Other name(s) known by:	
Current address:	
Email address:	
Contact telephone number:	

Details of the Representative:

Full name:	
Other name(s) known by:	
Current address:	
Email address:	
Contact telephone number:	
Please enclose proof of the data subject's identity and your own identity (see Appendix 1: Acceptable forms of identification). If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request. *If you have any queries regarding this please email dataprotection@nihe.gov.uk	

Authority to release information to a representative:

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below.

I hereby give my authority for the representative named above to make a request on my behalf under the Data Protection Act 2018 and the UK General Data Protection Regulation.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Appendix 1: Acceptable forms of identification

List A - Primary proofs (one required)

Please **DO NOT** send an original passport, driving licence or identity card.

- A current passport
- A current NI/GB/ROI driving licence
- A national identity card from a European Union member state
- An electoral identity card
- A Translink over 60 or Senior Smartpass
- A Translink Y-Link travel card
- A Construction Skills identity card
- A Works Pass issued by a Government Department, Agency or Local Authority

If none of the above is available, **TWO** different documents from the list below should be provided as evidence of identity.

List B - Secondary Proofs (two required)

- Birth Certificate
- Credit/debit card
- Divorce/annulment papers
- Home Office Standard Acknowledgement letter (SAL 1 or 2)
- Life assurance or insurance policies
- Marriage Certificate
- Medical card
- National Insurance Number Card
- Utility Bill (for the last quarter)
- Wage slip from current employer
- UK residence permit
- Bank statements (not older than 4 weeks)
- Letter from solicitor/social worker/probation officer/Inland Revenue/PSNI

Please note any original documents you send to us will be returned by first class post.