

Data Subject Request Form

This form is for any person who wishes to make a request relating to personal information held by the Housing Executive. Please read the Guidance Notes below before completing the form.

NOTE: This form is designed to assist the process of making a request; but it is not mandatory, requests made in other valid formats will also be processed.

You are entitled to receive this information under the Data Protection Act (DPA) 2018 and the UK General Data Protection Regulation (UK GDPR). We will also provide you with information about any processing of your personal information that is being carried out, the retention periods which apply to your personal information, and any rights to rectification, erasure, or restriction of processing that may exist.

Guidance Notes – Please read before filling in the form

What information does the Housing Executive hold?

The Housing Executive holds information relevant to the conduct of our functions which will include, but not restricted to, personal information held on housing applications made and any other action undertaken. However, some information may have been reviewed and destroyed where appropriate in accordance with our retention policies.

How long will it take to get your personal information?

We will endeavour to respond promptly to your request and in any event within one month once we are satisfied that you meet the criteria under the DPA 2018 and the UK GDPR.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is, for example a specific document, then you are likely to get a quicker disclosure.

General Notes

1. There is no fee for requests (unless unfounded or excessive).
2. The documents you receive may have information redacted (blacked out) as our records may also include third party information that we cannot release to you.
3. We will not disclose information by fax or telephone. Disclosures will be sent by first class post or emailed to the address provided.

Please send your completed form and proof of identity to:

**Data Protection Officer
Information Governance
Northern Ireland Housing Executive
2 Adelaide Street
Belfast
BT2 8PB**

Tel: 03448 920 900

Email: dataprotection@nihe.gov.uk

Data Subject Request

Section 1: Details of the person requesting information

| | |
|---|--|
| Full name: | |
| Other name(s) known by: | |
| Date of birth (optional)* (dd/mm/yyyy): | |
| Current address: | |
| Contact telephone number (optional)**: | |
| Email address: | |
| Staff number (Housing Executive staff only): | |

*We will use this information to identify you if we receive a request from another person with the same name/address. Please note it is optional that you provide this information.

**We will use this information to contact you if we need to clarify anything to speed up your request. Please note it is optional that you provide this information.

Section 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

Yes, I am the data subject. I enclose proof of my identity (see Appendix 1: Acceptable forms of identification).

Please go to section 4

No, I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see Appendix 1: Acceptable forms of identification).

Please go to section 3

In order to prove your identity, we need to see copies of one piece of identification from list A or two from list B detailed in 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.

Section 3: – Details of the data subject (if different from section 1)

| | |
|---|--|
| Full name: | |
| Other name(s) known by: | |
| Date of birth (optional)* (dd/mm/yyyy): | |
| Current address: | |
| Contact telephone number (optional)**: | |
| Email address: | |
| Staff number (Housing Executive staff only): | |

*We will use this information to identify you if we receive a request from another person with the same name/address. Please note it is optional that you provide this information.

**We will use this information to contact you if we need to clarify anything to speed up your request. Please note it is optional that you provide this information.

Section 4: What information are you seeking?

Please tick the appropriate box:

Make a Subject Access Request (SAR)

Rectify your personal information if you believe it is inaccurate or incomplete

Erase your personal information

Restrict the processing of your personal information

Move, copy or transfer your personal information

Object to processing of your personal information or direct marketing

Review automated decision making/profiling

These rights may only apply in certain circumstances.

HousingExecutive

Please use this space to give us any details about your request, for example by stating specific documents you require (use extra sheets if necessary):

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Section 5: Declaration

The information which I have supplied in this application is correct and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Housing Executive may need to obtain further information from me/my representative in order to comply with this request.

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

Section 6: 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, or provide a separate note of authority.

This must be an original signature, not an electronic signature or a photocopy.

I hereby give my authority for the representative named in **Section 1** of this form to make a request on my behalf under the DPA 2018 and the UK GDPR.

| | |
|------------------------------|-------|
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |

For Housing Executive use only:

Data Protection request received verbally

ID verified

Signature of Housing Executive staff member:

| | |
|---------------|-------|
| Staff number: | 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.