



1. Applicant for Subject Access Request - Details:

Title	Mr	Mrs	Miss	Ms	Other
Surname			First Name(s)		
Date of Birth			Email Address		
Current Address					
Former Address (within last 5 years)					
Telephone number	Home:	Work:		Mobile:	
Proof of identity to be when taking delivery of information Eg. passport, drivers licence or other photo id.					
Details of data requested: Please specify matter and time frame.					

2. Details of Person Requesting the Information (only fill this in application is made by someone other than the person whose data is being requested)

2. Declaration

Are you acting on behalf of the data subject with their permission or other legal authority?		Yes	
		No	
If yes please state your relationship with the data subject. (e.g. relative, legal guardian, solicitor etc)			
Title	Mr	Mrs	Miss
			Ms
			Other
Surname	First Name(s)		
Contact Details			
Please enclose / provide proof that you are legally authorised to obtain this information / act on behalf of the data subject.			
Details of Proof of Authority to act on data subjects behalf provided: <i>To be completed by Yarlington representative – (i.e. Data Controller, Business Assurance)</i>	<p>For example,</p> <ul style="list-style-type: none"> • A signed authority from the data subject giving the details of whom they are authorising to act on their behalf. • If the request is via phone call and the data subject is present verbal permission can be taken if freely given. (must be recorded on CRM) • A copy of a power of attorney if one is in place. (noted on Open Housing & retained in DMS tenancy folder). 		

This form was completed by NAME

SIGNATURE

Date

This form, once completed should be promptly forwarded to GDPR@yhg.co.uk (Data Protection Officer / Business Assurance).