

DATA PROTECTION – Subject Access Request Form

Name: _____

Address: _____

Postcode: _____

Phone number: _____

Which company: Teachers' Housing Association Limited

 Old Etonian Housing Association Limited

Request:

The form should only be used for one request. For example if you were notifying us that your data needed rectifying then we would restrict processing your data until it had been corrected.

For access to your data _____

Please provide details of what you would like, i.e. correspondence from one date to another, copy rent statements, copy of specific details we hold such as mobility.

For rectification _____

Please provide details of the information we hold that is inaccurate.

For erasure _____

Please provide details of why you are requesting erasure of your records.

For processing to be restricted _____

Please provide details of why you would like us to stop processing your information.

For data portability *(This right only applies if we process your data by automatic means. currently applications and management are carried out using manual processes.)*

To object _____

Please provide details of your grounds for objection.

Please use a separate page if you need more room than the form permits.

Signature: _____

Name: _____

Please mail this to the *Data Protection Officer* at Teachers' Housing Association Ltd or Old Etonian Housing Association Ltd as appropriate:

Rugby Chambers,
2 Rugby Street,
London, WC1N 3QU.

Or email to: DPO@teachershousing.org.uk

Please be advised that on receipt of this request we will contact you to verify your identity.