

Subject Access Request – Application Form

Please ensure that all relevant sections of the form are completed and all the supporting documentation and fee are enclosed. Failure to do so may delay the processing of your request.

Are you the Data Subject? (please tick as appropriate) Yes No

If “Yes” please complete **Section 1**

If “No” please complete **Sections 1 and 2**

Section 1 – Details of the Data Subject

Title (please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
	Other <input type="checkbox"/> (please state)			
Surname			Forename	
Please state if you are you known to us by any other Name(s)			Date of Birth	
Address (this is the address we will reply to)				
Post Code				
Telephone Number				
Email Address				
Preferred Contact Method				
Any previous addresses that are relevant in relation to this request				
Post Code				

Section 2 –Contact Details (If different from Section 1)

Title (please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
	Other <input type="checkbox"/> (please state)			
Surname			Forename	
Company Name (if applicable)				
Address (this is the address we will reply to)				
Post Code				
If you can provide us with a telephone number and/or email address it would be appreciated. This will only be used to contact you about your request.				
Telephone Number				
Email Address				
Preferred Contact Method				

Section 3 – Proof of Identity

Are you the Data Subject?

Yes: To help establish your identity your application must be accompanied by photocopies of **TWO** official documents that between them clearly show your name, date of birth and current address e.g. a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Please state which forms of identification you have supplied:

Identification 1	
Identification 2	

No: Are you acting on behalf of the Data Subject with their written authority? If so, a copy of that authority must also be enclosed along with 2 forms of identification and £10.00 fee payable to “**The Guinness Partnership Limited**”

Please provide a description of your relationship with the Data Subject that leads you to make this request for information on the behalf: For example a Solicitor.

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Section 4 – Help us to find the information you want

4.1 Please select from the options below the information you would like together with any other relevant information. This will help to identify the information you require: If you require telephone calls and emails or copies of CCTV footage please complete **Sections 4.2 and 4.3**

Housing	<input type="checkbox"/>
Complaints	<input type="checkbox"/>
Tenancy Enforcement	<input type="checkbox"/>
Anti-Social Behaviour	<input type="checkbox"/>
Development	<input type="checkbox"/>
Home Owner	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>
Rent and Service Charge	<input type="checkbox"/>
Guinness Care	<input type="checkbox"/>
Repairs	<input type="checkbox"/>

4.2 Telephone Calls and Emails

Please advise us of the records that you require by ticking the relevant boxes:

<p>Telephone Conversations (if applicable please provide the telephone number and dates) Telephone Number..... Date From.../.../..... Date To .../.../..... Telephone Number..... Date From.../.../..... Date To .../.../.....</p>	<input type="checkbox"/>
<p>Email Conversations (if applicable please provide any relevant email addresses) Email Address..... Email Address.....</p>	<input type="checkbox"/>
<p>Other (If you have not ticked any of the boxes in above, please specify the records you require.)</p>	<input type="checkbox"/>

4.3 CCTV Images

Location of CCTV camera:
Date image taken: / / Time image taken between:
Brief description of the applicant's appearance and likely activities captured by CCTV:
<p><small>*The photograph provided as ID will be used to assist us with the identification of the relevant images.</small></p>

Section 5 – Declaration

Please ensure that you complete this section. If this is sent via web we will need you to send it from your email as way of proof and then post in your proof of ID and fee.

I....., certify that the information given on this application form to the Guinness Partnership Limited is true. I understand that it may be necessary to obtain more detailed information in order to locate the correct information.

Signature..... Date.....

Before returning this form, please check:-

- You have completed ALL sections in the form
- You have enclosed TWO identification documents
- You have signed and dated the form
- You have enclosed the £10.00 fee payable to “**The Guinness Partnership Limited**”

Once you have completed and checked the form, please send it to:

Information Management, Governance and Risk Team

**The Guinness Partnership
Bower House
1 Stable Street
Hollinwood
Oldham
OL9 7LH**

Or email it to informationmanagement@guinness.org.uk