

Please complete and return this form to:



Providing Homes, Integrating Communities

Shian Housing Association Ltd 76 Mare Street, Hackney, London E8 3SG Tel: 020 8985 7120
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Subject Access Request Form

You may use this form if you wish to make a formal request to view personal information held by Shian HA. All day to day enquiries (e.g. maintenance request, tenancy and rent queries) can be handled by Shian HA at the number above.

For further details on making a Subject Access Request, please refer to the additional information on page 3.

Section A: Your Details (person making the request)

Full Name:		Tenancy Ref.:
Address:		
		Postcode:
Tel:	Mobile:	Fax:
Email		
Are you:	A current or former Shian HA resident <input type="checkbox"/>	A current or former staff member <input type="checkbox"/>
	Another individual (please tell us your connection with Shian HA <input type="checkbox"/> _____)	

Section B: The Data Subject

The Data Subject is the person whose personal information you are requesting.

Are you the Data Subject?	Yes (please go to Section C) <input type="checkbox"/>	No (please continue below) <input type="checkbox"/>
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If no, you must enclose written authority from the Data Subject, to show you are acting on their behalf (see page 3). Please also describe your relationship with the Data Subject, which leads you to make a request on their behalf:

Details of the Data Subject (if different to Section A)

Full Name:		Tenancy Ref.:
Address:		
		Postcode:
Tel:	Mobile:	Fax:
Email		
Are you:	A current or former Shian HA resident <input type="checkbox"/>	A current or former staff member <input type="checkbox"/>
	Another individual (please tell us your connection with Shian HA _____) <input type="checkbox"/>	