



## SUBJECT ACCESS REQUEST FORM

The following information is required to help the Trust to respond fully to your request. Please complete the information below and return this form to the Trust by post or email. Please allow up to 28 days for a response.

### Your details:

Title:	Forename(s):	Surname:
Address:		
Telephone no:		
Email address:		

### Information being requested:

Please provide specific details (and any relevant dates) of the information being requested and any additional information that may enable us to locate your personal data. Continue over the page if necessary.

By completing the form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the Trust that you are entitled to receive.

Please be aware that under the GDPR the Trust may have a right to withhold some data requested under an SAR. These can be complex instances which need to be considered on a case by case basis and could require the Trust to seek legal advice. These instances could relate to criminal justice and/or taxation issues.

**Declaration:**

By signing below, you confirm that you are the Data Subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify the Trust for all losses and expenses incurred if you are not. The Trust cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	Date:

**Return to:** Haig Housing Trust, Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB or [enquiries@haighousing.org.uk](mailto:enquiries@haighousing.org.uk)

**DATA PROTECTION ACT 2018**

1. All personal data that Haig Housing Trust (the "Trust") may use will be collected, processed, and held in accordance with the provisions of the Data Protection Act 2018.
2. This Act also requires that any organisation or agency that the Trust passes your personal data to and for which it has gained your consent to do so to must also process your data strictly in accordance with the Data Protection Act (DPA) 2018. This includes limiting those who have access to it, electronically and on paper, and deleting permanently this data when there is no longer any requirement to retain it or consent is withdrawn.
3. For complete details of the Trust's collection, processing, storage, and retention of personal data including, but not limited to, the purposes for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to the Trust's Privacy Policy which can be found on our website [www.haighousing.org.uk](http://www.haighousing.org.uk) or can be obtained by emailing [communications@haighousing.org.uk](mailto:communications@haighousing.org.uk) or by telephoning 020 8685 5777. Beneficiaries will already have been provided by post or on being signed up with a Privacy Notice.