

Data Subject Access Request

NPH Data Governance Officer

Information Governance Northampton Partnership Homes
The Guildhall
St Giles Square
Northampton
NN1 1DE
Tel: 01604 837113



Data Protection Act 2018

The Act gives individuals the right to request personal data held by organisations about them.

This form is only to be used when making application for access to personal data held by Northampton Partnership Homes.

To enable NPH to deal promptly with your request, and to satisfy the legal requirements placed upon it to ensure the identity of the individual, please complete the following.

Further information can be obtained from the Data Protection Officer at the above address.

For Office Use:	
Date application received:	
Date Identity received:	

SECTION1: (PLEASE USE BLOCK CAPITALS)

Applicant's Surname		Title	
Forenames		Date of birth	
Address		Tel: No	
		Council tax / benefit Number	
Postcode			
E-mail address			

SECTION 2:

Are you:

(a) The Data Subject? _____ If yes go to section 3

(b) An Agent for the Data Subject? _____

If (b) please attach a copy of your written authority to act on the Data Subject's behalf.

If you do not possess written authority, please answer the following:

What is your relationship to the Data Subject? _____(e.g. parent)

Note: Your agent / representative will also need to provide confirmation of their identity as detailed in section 3 to show they are the person you have nominated to act on your behalf.

It may be necessary for the NPH to obtain more detailed information in order to be satisfied as to your or your agent's identity and/or to locate your personal information.

SECTION 3: Supporting Evidence

Section 7(3) of the Data Protection Act requires NPH to ensure that you are entitled to the information you are requesting. Please indicate below which two forms of identification you are supplying, (one from each section which must be originals). I regret that your request cannot be processed without this information. These will be returned to you by recorded delivery with your acknowledgement letter. Alternatively you can make an appointment to do this personally. No one else will have access to the information you provide and the copies will be kept securely and only held for 2 years as a record of your request

Section 1- Address showing where you live

Section 2 - Personal ID showing who you are

Utility Bill

Passport

Rent book

Bank statement?

Bus pass

Other: (Please state)

Driving license

SECTION 4: What information do you require?

Please use this space to give details of the information you are requesting. Include information which you feel will help locate the specific information you require for example: Dates, related Service Area in NPH.

(Please continue on a separate sheet if required)

SECTION 5: Please confirm the format you wish the information in. **Additional copies of the information NPH holds may be charged at the rate of 12p per printed A4 side.** You will be notified in writing of any other disbursement charges that may apply before information is disclosed. Charges are made in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

SECTION 6: I certify that the information given is, to the best of my knowledge and belief, correct and that I am the Data Subject entitled to copies of this Information. I am aware that if I have knowingly made a false declaration I may be liable to prosecution

Signed: _____ **Date:** _____

Please return your completed form, together with any supporting documentation to:

Data Protection Officer • Northampton Partnership Homes • The Guildhall • St. Giles Square • Northampton • NN1 1DE