

SUBJECT ACCESS REQUEST (SAR) FORM

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|---|--|---|--|
| Data Subject's Name | | Data Subject's Address | |
| Contact Name (if different to above) | | Contact Address: (if different to above) | |
| Contact Telephone Number | | Employee or Tenancy Number (if applicable) | |

By completing this form you are making a request under the Data Protection Act 1998 for information held about you, that you are eligible to receive.

Required information:

(Please be as specific as you can in your request, as we will be able to respond more quickly if we know what we are looking for).

By signing below you indicate that you are the data subject named above (or authorised to act upon their behalf). Freebridge Community Housing (Freebridge) cannot accept requests from anyone else such as family members regarding your personal data except where a parent or guardian (who has joint, or sole or parental responsibility) makes the request on behalf of their child. Note that we may need to contact you for further identifying information before agreeing to your request. You certify that you are or are acting on behalf of the data subject and will fully indemnify Freebridge for all losses, cost and expenses if you are not.

Please return this form (along with a cheque for £10 payable to Freebridge Community Housing) to the Data Protection Officer, Freebridge Community Housing, Juniper House, Austin Street, King's Lynn, Norfolk, PE30 1DZ.

Please allow up to 40 calendar days for a reply.

| | | | |
|---------------------------------------|--|-------------|--|
| Data Subject's signature | | Date | |
| Freebridge Contact's signature | | Date | |