

# Subject access request form



Personal Information collected from you by this form is required to enable your request to be appropriately processed. This personal information will only be used in connection with the processing of this Subject Access Request.

## 1. Details of the person requesting the information.

Full name  Tenancy Reference

Address

Telephone number  Fax number

Email

## 2. Are you the Data Subject? (Please tick)

- I am the data subject and am a current L&Q resident
- I am the Data Subject and am **NOT** an L&Q resident
- I am **NOT** the Data Subjected and I am acting on behalf of the Data Subject with their written authority. If so that authority must be enclosed.

Please describe your relationship with the Data Subject, which leads you to make this request for information on their behalf.

## 3. Details of the Data Subject (if different to 1).

Full name  Tenancy Reference

Address

Telephone number  Fax number

Email

**4. If you wish to see only specific document(s), for example a particular report regarding a maintenance repair or transfer decision please describe this below (include any dates to help with the search).**

**5. If you would like a more general search please indicate any potential service you would like to be included in the search.**

<b>Service</b>	<b>General description of search required</b>
Tenancy Services	
Supported Housing	
Housing Maintenance	
Rents and Service Charge	
Complaints	
Other (Please specify)	

**6. Please use this space to include any additional notes that would help us locate the information you are requesting.**

(Note) If CCTV search wanted, please specify date(s), time(s) and location.

7. Are you a member or former member of staff? Yes  No

I ..... , certify that the information given on this application form to L&Q is true. I understand that it is necessary to confirm my/the Data Subject's identity before any information can be disclosed and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed .....

Name (Print) .....

Date

Please return the completed form to the Customer Relations Team at the following address:  
L&Q Direct, 13th Floor, Marlowe House, 109 Station Road, Sidcup, Kent, DA15 7ET.

**Please note:**

- Information requested on behalf of the Data Subject will only be processed if written consent is enclosed with this form.
- Information can only be sent to current L&Q residents at the listed address. Non L&Q residents or representatives requesting information will need to do one of the following:
  - i) Send in evidence of Identity and address
  - ii) Collect the information in person at an L&Q office and produce evidence of identity of address

The requestor will be contacted to discuss which option is most suitable for their specific situation. Please note that L&Q reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).

**Office use only**

Request received: .....

Date completed: .....

Notes .....  
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**Fig. 1.0**

**Table of acceptable forma of identification to confirm identify and address.**

<b>Personal identity</b>	<b>Address verification</b>
Current valid (signed) full UK Passport	Recent Utility Bill – Gas, Electricity, Water, Telephone (Not mobile phones)
Current valid (signed) overseas Passport	Mortgage Statement or Mortgage Redemption Statement
Current valid EEA Member State ID card	Council Tax Bill
Current Residency Permit issued by Home Office	Current Full UK Driving Licence (Paper document)
Current Full UK Driving Licence	Current UK/EU Photocard Driving Licence
Current UK/EU Photocard Driving Licence	House or motor insurance certificate
Current State Pension book/ notification letter	Current State Pension book/notification letter
Current Benefits Agency Book/letter	Current Benefits Agency Book/letter
Current years Inland Revenue Tax Code Notification	Current Local Authority Rent Card, Rent Book or Tenancy Agreement  Bank / Building Society / Credit Union Statement or passbook  Solicitor letter confirming completion of house purchase or land registration  Credit Card Statement