

Appendix 1



Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants individuals the right to access their personal data held by Yarlington, including the right to obtain confirmation that we process their personal data, receive certain information about the processing of their personal data, and obtain a copy of the personal data we process. We ask that you submit this request electronically to GDPR@yhg.co.uk.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

Please refer to the Access to Personal Information Policy on our website and My Yarlington for more information in relation to subject access requests.

1 DETAILS OF PERSON REQUESTING THE INFORMATION

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

Please state your relationship with the data subject. (e.g. relative, legal guardian, solicitor etc)					
Title	Mr	Mrs	Miss	Ms	Other
Surname			First name(s)		
Current address					
Email address					
Telephone number	Home:		Work:		Mobile:

2 DATA SUBJECT'S DETAILS

Please complete as much information as is known.

Title	Mr	Mrs	Miss	Ms	Other
Surname			First name(s)		
Any other names by which the data subject is known (including nicknames)					
Date of birth					

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Current address			
Former address (if applicable)			
Telephone number	Home:	Work:	Mobile:
If the data subject is a current or former employee of Yarlington, please provide [the data subject's employee identification number and] approximate dates of employment:	Only include employee identification number if applicable		

3 PROOF OF AUTHORITY

We require proof of your authority to make the request on the data subject's behalf.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

- Where the data subject has mental capacity:
 - a signed authority from the data subject giving the details of who they are authorising to act on their behalf; or
 - a power of attorney giving the person making the request the authority to do so.
- Where the data subject does not have mental capacity:
 - a copy of any enduring or lasting power of attorney showing that they can act on the individual's behalf; or
 - evidence that they have been appointed by the Court of Protection to manage the property and affairs of the Data Subject.

Details of Proof of Authority to act on data subject's behalf provided:	
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4 PROOF OF YOUR AND THE DATA SUBJECT'S IDENTITY

Where you are a making request on behalf of a data subject, we will require proof of your identity and the identity of the data subject.

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Proof of identity can be facilitated by providing identification that clearly shows your name, date of birth, and current address. This may include:

- Passport
- Driving Licence
- Birth Certificate
- Current Vehicle registration document
- Bank Statement or Utility Bill (from last 3 months)

If you wish to provide copies of any form of identification with this request, please send it with the form to GDPR@yhg.co.uk.

If you do not have any of these forms of identification available, please contact our Data Controller/Business Assurance Team at 01935 404500 or GDPR@yhg.co.uk for advice on other acceptable forms of identification.

In the event that we are not satisfied that the information you have provided confirms your/the data subject's identity, we may request additional information from you before we respond to your request for access and provide you with the personal data we hold about you/the data subject.

Once the necessary identity has been confirmed, we will retain the documents (or a copy) for six months after the provision of the completed SAR.

We reserve the right to refuse to act on your request if we are unable to identify you/the data subject.

Details of identification provided to confirm your identity:	
Details of identification provided to confirm the data subject's identity:	

5 INFORMATION REQUESTED

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate the personal data.

This can include tenancies held and dates, whether the data subject may have changed their name (when married, divorced) etc. It also may be that you/the data subject are looking for help from particular information held, e.g. to support re-housing or a move, etc. Providing this information will avoid you receiving large amounts of data you/the data subject do not want or expect and us making unnecessary searches.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search. Although you are not obliged to inform us of the reason for the request it may help in identifying and supplying the information required.

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We will begin processing your access request as soon as we have verified your identity and that of the data subject and have all of the information we need to understand the nature of your request.

Details of data requested:	
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6 DECLARATION

By authorised person

I, _____, confirm that I am authorised to act on behalf of the data subject. I understand that: (1) Yarlington must confirm my identity and the identity of the data subject and may need to contact me again for further information; (2) Yarlington must confirm my authority to act on the data subject's behalf; (3) my request will not be valid until Yarlington receives all of the required information to process the request; and (4) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Yarlington may charge a reasonable fee based on administrative costs.

Signature

Date