

Subject Access Request Form

You have the right to request a copy of the personal data that Two Rivers Housing holds about you. This is known as a Subject Access Request (SAR).

This form is for individuals who wish to request a copy of their personal data held by Two Rivers Housing. Completing this form helps us verify your identity and understand the details of your request. Please complete all relevant sections. Incomplete or unclear requests may delay our response.

1. Subject Access Requestor details

Your full name:

Previous name(s) (if applicable):

Address:

Email address (Required for SAR files being sent via email):

Telephone number:

2. Proof of Identity

To protect your personal data, we must verify your identity before processing your request.

Please confirm the identification you are providing (Select One):

- Copy of passport
- Copy of driving licence
- Copy of birth certificate
- Other recognised form of ID

Note: Please do not provide original documents. Any identification provided will be used solely for the purpose of verifying your identity and will be securely destroyed once verification is complete.

3. Details of Your Request

Please clearly and specifically describe your personal data you are requesting.

Include, where possible:

- The personal data you are concerned about
- Relevant dates or time periods

- Specific interactions (Names or departments)
- Does this relate to a repair, complaint, an open case

Details:

Important: General or broad requests (for example, “*rent records*”) will require further clarification and could delay our response. A reasonable and proportionate search will be conducted.

4. SAR Documents

For your privacy and security, we recommend any SAR documents are sent securely via email for which we use software called Mimecast. The file is available for download for 30 days before expiry.

Please select one of the below:

- Email
 - Post
 - Collection from our office (Rivers Meet)
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Data Protection Statement

Two Rivers Housing processes personal data in accordance with the UK GDPR and the Data Protection Act 2018. The personal information provided in this form will be used only for the purposes of:

- Verifying your identity
- Locating and disclosing your personal data
- Managing and documenting compliance with data protection law

You can view our privacy notice which highlights what data we collect and how we use it at www.tworivershousing.org.uk.

5. Declaration

Please confirm the following:

- I confirm that the information provided in this form is accurate
- I understand that statutory timescales begin once my identity has been verified and my request is sufficiently clear

Date:

Signature:

6. Submission Details

Please return this completed form and supporting documents to:

Email: dpo@2rh.org.uk

Post: Data Protection Officer, Two Rivers Housing, Rivers Meet, Cleeve Mill Lane, Newent, Gloucestershire, GL18 1DS.