



Use this form to request your own data directly from Inquilab Housing Association or to request data on behalf of someone else.

Where the data requested relate to multiple individuals, each person needs to complete a separate form and the requests will be handled individually.

It is recommended that you use this form as it is designed to capture all the relevant information required to process your request and speed up the process. Please make sure you have read all the guidance notes attached with this form.

1. Applicant details (mandatory)

1.1 Data subject details		
<i>(If you are requesting your own data, fill in this section. If you are requesting data on behalf of someone else, fill that person's details in here)</i>		
Title: <i>(please tick one)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other [please state].....	
Full name: <i>(If your name has changed recently, please indicate)</i>		
Other name[s] known by:		
Date of birth: <i>(DD/MM/YYYY)</i>/...../.....	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Current address and post code:		
Length of time at this address:		

Previous address[es] and post code[s]: <i>(if you have moved recently or during the time period of the data you are requesting – please supply all addresses that are relevant – this will help us retrieve the data and verify your identity).</i>	/
Daytime phone number:	
Email address:	
Preferred method(s) of contact: <i>(tick all that apply).</i>	<input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Post

1.2 Inquilab residents (past or present)	
Are you a past or present Inquilab resident?	<input type="checkbox"/> Past <input type="checkbox"/> Present
For past residents, please provide the address and postcode you lived in during your Inquilab tenancy:	
Dates lived at this address (if applicable):	
Rent reference (if applicable):	

1.3 Inquilab employees (past or present)	
Are you a past or present Inquilab employee?	<input type="checkbox"/> Past <input type="checkbox"/> Present
Employee number:	
Department and job title:	
For past employees, please give dates of employment:	

1.4 Third party details

(Fill in this section if you are applying for data on behalf of another individual)

Title: <i>(please tick one)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other [please state].....
Full name: <i>(If your name has changed recently, please indicate).</i>	
Relationship to data subject:	
Address:	
Company name (if applicable):	
Position (if applicable):	
Daytime phone number:	
Email address:	
Preferred method(s) of contact: <i>(tick all that apply)</i>	<input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Post
<i>(please note, this can cause delays in the initial processing of your request).</i>	

2. Complaints (optional)

Do you currently have an open or outstanding complaint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, would you like to be contacted about our complaints procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the complaint:	

3. Details of the data required (mandatory)

Requests for specific documents or records, or for information dated between specific dates, take less time to process and are therefore likely to be disclosed faster. We recommend that you are as specific as possible as this will help us to assist you quickly and efficiently.

(Describe below the data you require. If you require additional space, please continue on a separate sheet of paper. Please be as specific as possible about the data you require).

4. CCTV or audio files

If you would like to request CCTV footage or audio files then please fill out the table below. Please note that unless we are provided with time and date ranges for CCTV footage or audio recordings then we may not be able to comply with your request.

CCTV is recorded on a loop and the camera records over itself when the loop reaches completion. This means that we may no longer have the footage you are seeking when you submit your request and any delays in providing the below information will decrease the likelihood that we can supply it to you.

Where recordings may involve other people, Sovereign will take reasonable measures to remove them before supplying the data to you.

This may mean blurring the images of CCTV recordings, or providing a transcript of the relevant parts of an audio file rather than the original recording.

Would you like to request CCTV footage of yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide all of the following:	1. Location(s) of the camera(s):
	2. Time and date ranges:
	3. Details of the footage in the recording(s):
	4. A description of your appearance at the time of the recording(s):

Would you like to request audio recordings of yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide all of the following:	1. Details of the recording(s): <i>(If the recording was a telephone call, please provide details of the call. If the recording was a meeting, please provide details of the meeting).</i>
	2. Time and date range(s):

5. Declaration (mandatory)

5.1 To be signed by the data subject named in section 1.1

(Please tick the box that applies and highlight the method of delivery you want. In the absence of a selection, the data will be disclosed by recorded post):

I confirm I am the person named in section 1.1 and request that my data be sent to the **(Address / Email Address)** provided in section 1.1.

Or

I confirm I am the person named in section 1.1 and request that my data be sent to the **(Address / Email Address)** of the third party in section 1.4.

The information supplied in this request is correct and I am the person to whom it relates.

Signed:

Name [block capitals]:

Date:

6. Why are you making a Subject Access Request? (optional)

It would help us to plan and improve our service if you could summaries why you are making a SAR. This is voluntary and we will process your SAR whether you complete section 6 or not.

7. Check list of application

- Have you read and understood the guidance notes?
- Have you completed all the mandatory sections of the form?
- Has the declaration been signed by the person named in section 1.1?
- Have you enclosed the sufficient ID as outlined in section 3 of the guidance notes?
- Have you provided as much information as possible to enable us to find the data you require?

8. Next steps

1. Send this application form by secure delivery and identification, to:

Data Protection Officer
Inquilab Housing Association
Unit 3, 8 Kew Road,
Brent. TW8 0FJ

2. Once the application has been received and ID checks have been completed, you will be contacted to confirm commencement of the 30-calendar day period.
3. You will receive the data, barring any exemptions, within this statutory deadline.

9. Further information

Further guidance on subject access requests can be found on the Information Commissioner's Office website: <https://ico.org.uk/>.

You may also find much of this information by reading the Privacy Notice on Inquilab website: <https://inquilabha.org/about-us/our-work/policies/>