



**Request for information (Subject Access Right)**

Under Data Protection legislation, you are entitled to know whether we hold information about you. This means you can ask for a description of your personal data, which we hold, what purposes we use this data for and who this data may be disclosed to. You are also entitled to request a copy of your personal data.

To enable us to respond efficiently to your request, please complete the section below:

**Personal details:**

Name: ..... Former Name(s).....

Address: .....

Postcode: .....

Previous Address with First Wessex / Sentinel .....

Postcode: ..... Telephone no: .....

Date of birth: ..... Email .....

Are you the tenant? .....Yes / No

Name of joint tenant (if applicable): .....

Please use this section to tell us what personal data you would like to see, including dates where possible. Please be specific as this will help speed up our response.

.....  
.....  
.....

Please indicate under which service/s your request falls and what data / documents you would like to see.

Service	Information/documents you would like to request
Tenancy	
Anti-social behaviour	
Rent or service charge	
Repairs	
Customer relations (complaints, compliments & suggestions)	
Other (please specify)	

Please note we may not be able to meet your request, or provide a copy of the information, in certain circumstances, e.g.:

- if it would involve a ‘disproportionate effort’;
- if the law prevents us from doing so.

**Data subject declaration**

I certify that the information given on this form is true. I understand that further checks may be necessary to confirm my identity and I may be asked to provide more detailed information before disclosing any data.

Signed: ..... Mr / Mrs / Ms / Title

Name: .....Date.....

**DOCUMENT UNCONTROLLED WHEN PRINTED OR DOWNLOADED**

Unpublished work copyright VIVID. All rights reserved

GOV–Subject Access Request Form-V1-Nov2017

Page 2 of 3

**If a joint tenancy, the second tenancy holder must also sign to give consent to the release of their personal information:**

Signed by joint tenant: ..... Mr / Mrs / Ms / Title

Name: .....Date.....

Please indicate how you would like to receive your file:

By post to your home address       Collection from VIVID office

Thank you for taking the time to complete this form. Please return it to:

VIVID  
Data Protection Officer  
Governance  
Peninsular House  
Wharf Road  
Portsmouth  
PO2 8HB

[subjectaccessrequest@vividhomes.co.uk](mailto:subjectaccessrequest@vividhomes.co.uk)