

**Subject Access Request (under the General Data Protection Regulation GDPR)**

(Please complete ALL SECTIONS of the form in **BLOCK CAPTIALS** in black or blue ink only)

**Surname:** \_\_\_\_\_

**Forename(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Tel No (inc code):** \_\_\_\_\_

**Status** (eg Employee, past employee, tenant, past tenant, etc): \_\_\_\_\_

**Date(s), If Applicable:** \_\_\_\_\_

**Proof of Identity Enclosed:**   
 (E.g. driving licence, passport, medical card, etc)

**Please send photocopies of original documents only**

In accordance with my right of access under the General Data Protection Regulation, I request access to the following personal information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide any further information, which might assist us in our search.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of your most recent or similar request: \_\_\_\_\_

**DECLARATION**

I confirm that I have read and understood the terms of this Subject Access Request form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed Subject Access Request form, as follows:**

In a sealed envelope, clearly marked **Private & Confidential** to the **Corporate Services Manager**, at Choice Housing Ireland Ltd, Leslie Morrell House, 37 – 41 May Street, Belfast, BT1 4DN.

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