

St George Housing

Ask for copies of your data

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: https://ico.org.uk/your-data/

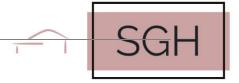
1. Who's making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.



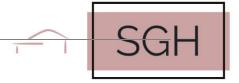






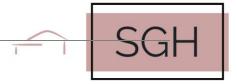
St George Housing

☐ Yes☐ No (Please move to section three)			
you are making the request for.			
e else, we need to know who to get in touch.			
Email address			
are making the request for act on their behalf. For example, relevant power of attorney.			
,			
rm when you make your request.			
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St George Housing

ieed us to mak	e any adjustm	ents for you eg large font.
Email	☐ Post	□ Other (please specify)
4. What per	rsonal data are	e you requesting?
f you know exa	actly what pers	sonal data you're looking for, it's helpful if you let us
For example, if particular word	•	ecific email, we could search for this using a
Briefly describ	oe your reque	est
		of the personal data you're asking for?
It's helpful if yo you've been a c	a date range of u're as specific customer for se e history, you	



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6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, date of birth, order number or a customer reference number.

Further information to help us find the data you need

Thank you. We'll be in touch. If you'd like more information about how we use your data, have a look at our Privacy Policy here.





