

Personal Information Access Request Form

Keeping our services flying high

How to complete this form

Please read the leaflet 'Data Protection – A Guide to Accessing Your Personal Information', which will help you to understand how we will respond to your request. You should complete this form and send it with:

- **Identification** - this can normally be satisfied by comparing your signature on this form to the files we hold on you. However, to process your request more quickly, we may ask you to supply identification showing your name, address, and date of birth e.g. utility bill, driving licence, birth certificate.
- **Complete every section** - giving as much detail as possible on the information you require, e.g. incident dates, times and location of the information. Your request may be delayed or not processed if you just state, "I want a copy of my information", as we have many types of information.
- **Declaration** - please complete and sign, confirming that the information given is true.

If you have difficulties completing the form, please contact us and we will be happy to help you.

If you do not supply any of the above we may not be able to process your request.

Section 1 - Personal Details

Title:

Full name:

Date of birth:

Current address:

Postcode:

Previous address/es:

Telephone number:

Mobile phone number:

Email:

Relationship with Axiom

(tenant, leaseholder, service user, housing applicant, etc)

I am a:

SECTION 2 - Appointing a representative to act on your behalf

I would like the appointed agency/organisation to act on my behalf, and to receive all the personal information which I am entitled to receive.

The agency/
organisation acting on
my behalf is:

The name of the person
acting as my agent is:

The address and
telephone number of
my agent is:

Section 3 - Full description of the information you are requesting

Please explain in full the information you are requesting, together with any information or descriptions that will help us to identify and locate the information. This will help us process your request. Where possible, indicate dates and names of people you have had contact with.

I would like you to supply me with the following information:

From (date)

to (date)

I have had contact with

at

and on

Section 4 - Declaration

Part A - Please complete if you have appointed a representative to act on your behalf.

I/we give (name of the agent)

the authority to act in all matters relating to this request for access to personal information.

Part B - Please delete as appropriate.

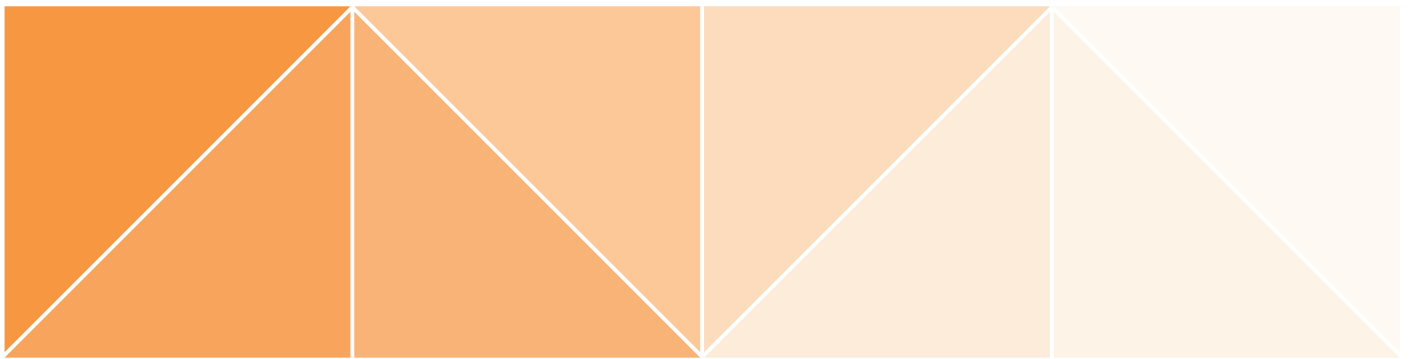
I confirm that the information given by me and/or my agent on this form is true. I understand and agree that the information I and/or my agent has supplied is solely for the purpose of making and processing this request for access to my personal information. By signing this form I agree that all information included is true and accurate. I understand that any attempt to mislead or attempt to impersonate another individual may be a criminal offence.

Name:

Signature:

Date:

Please send your completed and signed form and proof of identity to:
Axiom House, Cottesmore Close, Netherton, Peterborough PE3 9TP



Axiom House, Cottesmore Close,
Netherton, Peterborough PE3 9TP

General enquiries: 0300 123 7598

Email: data.protection@longhurst-group.org.uk

Web: axiomha.org.uk

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