

**Subject Access Request Form**

1. Details of the person in respect of whom the data is requested \*

Full Name	
Address including postcode	
Contact telephone number (this should be the number we hold on record)	
Email address (this should be the email address we hold on record)	

2. If you are not the applicant named above but a representative, please provide your details below

Full Name	
Company	
Address including postcode	
Contact telephone number	
Email address	
Please tick the box to confirm that a letter of authority (on headed paper), signed by the person in respect of which the data is requested has been attached.	Tick here

3. What is the relationship between the person in respect of whom the data is requested and Swan (please tick all that apply)

	tick		tick
Swan Housing Association		Resident/Tenant	
Swan New Homes Ltd (Nu Living)		Leaseholder	
Swan Commercial Services Ltd		Property owner	
Swan Housing Capital Plc		Customer/Service user	
Hera Management Services Ltd		Supplier	
Vivo Support Ltd		Employee	
		Board/Committee Member	

4. Please use this space to give us details about the information you are requesting including specific documents, documents between specific dates for example \*

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Please use the space below to give us details about the reason the particular information is being requested.

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5. What is your preferred method for us to contact you and to respond to this request? \*

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Please send this form to:  
Business Improvement Team  
Swan Housing Association  
Pilgrim House  
High Street  
Billericay  
Essex  
CM12 9XY

Or email it to: [improvement@swan.org.uk](mailto:improvement@swan.org.uk)

**Please tick and sign below to indicate your consent to our retaining the information you have provided about the purpose of dealing with your request and subsequently evidencing that we have done so in case of audit by the Information Commissioners Office (ICO) and to our contacting you to confirm your identity before we respond to this request. If you are not the person about whom the information is requested, then both of you should sign below.\***

I consent to the retention of information as described above	
I agree that I will provide any requested evidence of my identity	
Signature (of person about whom the information is being requested)	

I consent to the retention of information as described above	
I agree that I will provide any requested evidence of my identity	
Signature (representative if not the person who has signed above)	

\*mandatory