



Subject Access Request Form

Important Information

Chrysalis Group Services Limited and its subsidiary companies ("Chrysalis Group") of companies collect, holds, and processes certain personal data about our service users including tenants, service users and employees. As a data subject, you have a legal right, under UK Data Protection Legislation (including the UK GDPR and any successor legislation) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under UK Data Protection Legislation including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

Please complete the required information overleaf and return it to us by email addressed to:

Anne Tew – Group Company Secretary
companysecretary@chrysalisgroupservices.co.uk

You do not have to use this form and may instead write to us using the same contact details.

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If we require further proof

of ID, or if your request is unusually complicated, we may require more time and will inform you accordingly.

If you are making a subject access request on someone else's behalf, please contact Anne Tew, companysecretary@chrysalisgroupservices.co.uk **before** making your request.

Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

Indicate below by ticking the box to which Company you work for

Chrysalis Group Services	Chrysalis Supported Association	Chrysalis Maintenance Services	OPOKA CIO	The Compass Project	Journey Care Services

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request under UK Data Protection Legislation for personal data collected, processed, and held about you by us that you are entitled to receive.

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data, for example, for e-mails, the names of senders and recipients and approximate dates.

Please continue on a separate sheet of paper, if necessary.

Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form**. You warrant that you are the individual named and will fully indemnify Chrysalis Group for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	

Related Documents

CP06	Data Subject Access Request Procedure
CR08	Data Register
CM01	Information Governance & Record Keeping Policy – Data Protection Policy
CM17	Data Privacy Policy
CF09	Combined Data Change Request