

Quick Guide

Making a Subject Access Request (SAR)

Introduction

Making a Subject Access Request (SAR) is simple and can give you a clear view of the information being held about you by your housing association landlord. For those who want to do so, we have added a template letter you can use to make the request. Just replace the red text with relevant information like your own name and address.

What is a Subject Access Request?



Under Section 7 of the Data Protection Act 1998, you have the right to ask your landlord (or any other organisation) for copies of the personal information they hold on you, and this can be done either verbally or in writing.

This is called the right of access and is commonly known as making a subject access request or SAR.

How Can it Help Me?

Our members tell us that their housing association landlords often claim to have lost their complaints, or have no record of a previous call, or if you feel you are being victimised (targeted for having made a complaint).

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What Information Can I Get?

A subject access request allows you to establish:



- What personal information the landlord holds about you;
- How they are using it;
- Who they share it with; and
- Where they got your data from.

The government body that regulates this process is called the Information Commissioner's Officer (ICO). More information, guidance, or to report a failure by your landlord to provide the information you requested, please go to www.ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/.

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