The Shanly Group is comprised of Sorbon Homes Limited, Shanly Homes Limited, Sorbon Estates Limited, Sorbon Investments Limited, Shanly Partnership Homes Limited and all associated, subsidiary, holding, related or connected companies, so when we mention the Shanly Group, "we", "us" or "our" in this form, we are referring to the relevant company or companies in the Shanly Group responsible for processing your data.

Article 15 of the General Data Protection Regulation (*(EU) 2016/679*) (GDPR) grants you the right to access your personal data held by us , including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data and obtain a copy of the personal data we process. In order for us to respond to your request, we ask that you submit this request electronically via email to [dataprivacy@shanlygroup.com](mailto:dataprivacy@shanlygroup.com).

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

You do not have to use this form but using this form should make it easier for you to make sure you have provided us with all relevant information, and for us to process your request.

In addition to exercising your access right, you have the right to request correction or erasure of your personal data; restrict or object to certain types of data processing; and make a complaint with the local data protection authority (see [www.ico.org.uk](http://www.ico.org.uk) ).

Information about you

Please provide the information set out in the table below.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, to respond to your request and to keep a record of your request and our response.

|  |  |
| --- | --- |
| **Your first and last name:** |  |
| **Any other names that you have been known by (including nicknames and previous surnames):** |  |
| **Your primary correspondence address (including the postcode):** |  |
| **Where you own or occupy a property in one of our developments, please provide the full address of that property (including the postcode)** |  |
| **Your date of birth:** |  |
| **Your telephone number:** |  |
| **Your e-mail address:** |  |
| **Are you a current or former employee of the Shanly Group?** |  |
| **If so, please provide your approximate dates of employment:** |  |

Proof of identity & address

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address.

We will accept a photocopy or a scanned image of one of the following as proof of identity:

* Passport or photo identification such as a driving licence.
* Birth or adoption certificate.

We will accept a photocopy or a scanned image of one of the following as proof of address:

* A bank or credit card statement or utility bill showing your current address and dated within the last three months.

If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact our data privacy team by telephone on 01494 671331 or by e-mail to [dataprivacy@shanlygroup.com](mailto:dataprivacy@shanlygroup.com) for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity, your right to access the data and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

Further details about your request

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking;

* Employment records or personnel records.
* Pensions or other benefit records.
* Medical records.
* Email or other electronic communications (please specify the approximate dates, times and correspondents).
* Billing information.
* Photographs and/or video footage.

|  |
| --- |
| **Further details about the personal data I am requesting access to:** |
| Click or tap here to enter text.  *[If this space is insufficient, please continue on a separate sheet and send that to us with this form]* |

How we will respond

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all the information we need to locate your personal data.

In response to your request, we will provide you with the information we are required to provide, including information on:

* The purposes of processing.
* Categories of personal data processed.
* Recipients or categories of recipients who receive personal data from us.
* How long we store the personal data, or the criteria we use to determine retention periods.
* Any available information on the source of the personal data if we do not collect it directly from you.
* Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and consequences of this processing.
* Your right to:
* request correction or erasure of your personal data;
* restrict or object to certain types of processing with respect to your personal data; and
* make a complaint to the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, consider if it is otherwise reasonable to provide it to you or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would infringe the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all the personal data that we hold about you, or we may have destroyed, erased or made your personal data anonymous in accordance with our record-retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

|  |  |
| --- | --- |
|  | Hard copy. |
|  | Electronic copy. |

|  |  |
| --- | --- |
| Signature and acknowledgment | |
| I confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that;   * the Shanly Group must confirm proof of identity and may need to contact me again for further information; * my request will not be valid until the Shanly Group receives all the required information to process the request; * I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, the Shanly Group may charge a reasonable fee reflecting administrative costs. | |
| ………………………………………  Signature  ………………………………………  Name of signatory | ………………………………………  Date |