**Subject Access Request**

The General Data Protection Regulations gives you a number of rights including the right to find out if Govan Housing Association Group are using or storing personal data about you. This is called the right of access.

You can exercise this right by asking for a copy of the personal data held, which is known as making a ‘Subject Access Request’.

Our **Subject Access Request Guide**explains your rights in more detail and, how long it takes and what happens if you are not happy with the handling of the request.

If you wish to make a Subject Access Request, your request should include the following information:

* your full name, address and contact telephone number
* any information used by us to identify or distinguish you from someone else of the same name (for example, rent reference number, HHR application reference or Factoring account number)
* details of the specific information you require and any relevant dates that will help us identify what you want.

You can make a request by completing the **Subject Access Request Form** and returning via:

**Email:** [foi@Govanha.org.uk](mailto:foi@Govanha.org.uk)

or

**Visiting or writing to:** Govan Housing Association, 35 Mckechnie Street, Glasgow, G51 3AQ

or

**Telephone:** 0141 440 0308