



Better Places, Better Lives

## Data Subject Access Request Form

The personal data required by this form is necessary to enable the Cumberland County Housing and Redevelopment Authorities (CCHRA) to process your Data Subject Action Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request. It may be shared with our legal and administrative teams for processing and preparing a response and it will be stored securely until the relevant procedures are completed.

### YOUR PRIVACY RIGHTS

You may have the right under applicable law to request that we take certain actions in connection with any personal data that we may have about you. Privacy rights relate to:

- Information: you can request more information about how we process your personal data
- Access: you can request access to the personal data we hold about you
- Rectification: you can request us to modify or correct your personal data which is currently inaccurate or incomplete
- Erasure: you can request that we delete any personal data we hold about you
- Restriction: you can request that we restrict use of your personal data
- Objection: you can object to the processing of your personal data based on legitimate interests and to direct marketing

If you would like to exercise a privacy right, please complete the form below. The information we request from you is strictly for the purpose of enabling us to process your request and will be processed in accordance with applicable data protection laws.

### SUBJECT INFORMATION

Full Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

Former Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address (optional): \_\_\_\_\_

Which privacy right would you like to exercise? Please be as specific as possible (include dates, contact people, etc):

Information about how we process your data

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Access to the personal data we hold about you

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Rectification of your current data that is incomplete or incorrect

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Erasure of any personal data we hold about you

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Restriction of the use of your personal data

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Objection to the processing of your personal data based on legitimate interests and direct marketing

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Please note that if you are making a Data Subject Action Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Action Requests are subject to certain conditions and exceptions. We will advise you in writing if we believe that your Data Subject Action Request fails to meet the requirements of the law in whole or in part.

CCHRA will provide you with a copy of the information requested free of charge.

## DECLARATION

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the law.

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Printed Name

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Date

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Signature

Please submit this Data Subject Access Request form to:

**Mary Kuna, Executive Director**  
[mkuna@cchra.com](mailto:mkuna@cchra.com)  
114 N Hanover St., Carlisle, PA 17013