

Subject Access Request procedure

Access Request procedure.

1. All personal data we process is covered by this procedure.
2. Data subjects may request:-
 - Confirmation on whether we are processing the individual's personal data
 - Access to any personal data
 - Access to any related information
 - Where automatic decisions are made, the logic involved in such relevant decisions.
3. The DPO is responsible for the operation of this procedure, and for reporting activity to the ICO. The DPO is responsible for handling all Subject Access Request [SARs.]
4. All SARs should be made using approved SAR Record.
5. The data subject must provide us with two copies of evidence of identity[A1] taken from:
 - One form of Photo ID
 - Utility bill (from last 3 months)
 - The reply to the request will be supplied via post (it will be sent via registered post). The address is to be confirmed as a secure address that you would like the information to sent and is to be that same as on the photo ID or the utility bill supplied

Signatures will be checked against the application form.

The data subject must specify the data we hold on their SAR, though the data subject can request all data held on them.

6. Any SAR will be forwarded immediately to the DPO who must ensure timely action. We will record the date that the identification checks were conducted and details of the data sought and will maintain records of SAR searches and their progress. We will provide the requested information to the data subject within one month from the recorded date. This may only be extended if we can show that the search for data or sets of data is highly complicated.
7. No data may be destroyed to avoid responding to a SAR.
8. The DPO will review any SAR from a child. Before responding to a child's SAR a decision should be taken on whether the child may make the request in its own right or through a parent or guardian.
9. The DPO will review all documents developed for a SAR response to ensure that no third parties are present in them. If there are third parties present, all information relating to third parties will be removed. Alternatively the information may be passed on with the written permission of the third party.
10. The DPO will obtain and maintain full knowledge of exemptions from releasing personal data under SARs.
11. Response information may be provided in private electronic formats unless otherwise specified.
12. When an SAR is to ascertain what personal data we are processing we will provide:-
 - Purpose of the processing
 - Categories of personal data
 - How long the personal data will be stored
 - The data subject's right to request rectification[A2] or erasure, restriction or objection to the processing.
 - Information on the right to lodge a complaint
 - The source of any personal data not collected from the data subject
 - Details of any automated decision making
 - Details of personal data transfer and safeguards
13. We will remove personal data from systems and processing operations as soon as a request for erasure has been submitted by the data subject. We will instruct other organisations processing such data to cease doing so[MP3].

[A1]You may choose to accept letters that are sent from an address that you normally correspond with – but if you are going to do anything open to abuse, you should take appropriate legal advice in advance.

[A2]This includes having incomplete information completed.

[MP3]