

Subject access requests | Electoral Commission      Data protection guidance for Electoral Registration Officers and Returning Officers      You are in the Data protection guidance for Electoral Registration Officers and Returning Officers section Home Data protection guidance for Electoral Registration Officers and Returning Officers View the navigation tree Go to main guidance section: Data protection guidance for Electoral Registration Officers and Returning Officers Registering as a data controller Lawful basis for processing personal data Special categories of personal data Data protection impact assessments (DPIAs) Privacy notices - the right to be informed Inspecting council records as ERO Document retention Data storage Using contractors and suppliers Data sharing agreements with external organisations Subject access requests Access requests relating to crime prevention Data protection breaches and sanctions Resources for Electoral Registration Officers and Returning Officers - Data protection Subject access requests A data subject is entitled to see personal information that is held about them. You must provide information requested by data subjects without delay and in any event within one month (although it can be extended to two months in certain conditions). There is no requirement for the request for a subject access request to be made in writing. You must be satisfied of the requester's identity before fulfilling the request. Subject to a few conditions, these must be provided free of charge. Subsequent copies of subject access requests may be charged for, but the charge must be reasonable and based on administrative costs. Providing Certificates of registration Under data protection legislation no charge can be made for fulfilling a subject access request unless the request can be deemed excessive or repetitive. In the majority of instances, providing confirmation of a data subject's entry on the register via a certificate of registration will not meet this test and therefore no charge should be made. Last updated: 22 February 2023 Book traversal links for Subject access requests Data sharing agreements and supply of the electoral register Access requests relating to crime prevention