

THE SOLENT SCITT SUBJECT ACCESS REQUEST PROTOCOLS

The following procedures apply whenever data subjects request access to any personal data that we hold on them.

Privacy notice extract:

Requesting access to your personal data

Under data protection legislation, individuals have the right to:

- request access to information about them that we hold
- object to processing of personal data that is likely to cause, or is causing, damage or distress
 - only really applies to when consent required
- prevent processing for the purpose of direct marketing
 - specific consent required
- in certain circumstances, have inaccurate personal data rectified
 - only if factually inaccurate [usually require legal documentation]
- have their data blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

SAR = personal data

FOI = generic data

Process:

Step	Action	Notes/completion
1	Requests in writing to The Solent SCITT team i.e. to PSR then passed to CHA and then SPA	
2	30 days to respond [date and details recorded]	Date:
3	Check identity of requester + nature of info wanted [to narrow down search]	Request from: Purpose of request:
4	Request refused?	Grounds for refusal:
5	Inform relevant staff if appropriate	Staff informed:
6	Select docs [only if info 'owned' by requester]	Scope of documents:
7	Apply exemptions not to disclose anything harmful	Note of any exemptions applied and documentation withheld:
8	COPY before sending	Copy made and held in:

Notes:

- We can refuse or charge for requests that are manifestly unfounded or excessive.
- If we refuse a request, we must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy.