

PROCEDURE FOR DATA ACCESS REQUESTS

Under the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) individuals referred to in the legislation as Data Subjects have the following rights:

- Transparency over how we use their personal information (right to be informed).
- To request a copy of the information we hold about them, which will be provided to them within one month (right of access).
- An update or amendment of the information we hold about them (right of rectification).
- To ask us to stop using information (right to restrict processing).
- Ask us to remove their personal information from our records (right to be forgotten).
- Request us to remove their information for marketing purposes (right to object).
- To obtain and reuse their personal data for their own purposes (right to portability).
- Not to be subject to a decision based on automated processing.

Our Privacy Policy details these rights and advises individuals that they can contact us by letter or email to exercise any of these rights.

The legislation does not require an individual to make a request in writing but NARPO are of the view it is preferable for ensuring a proper record that if any individual makes contact whether by telephone, email, text, letter or in any other way asking how they should make a request they should be advised that they can make the request by letter or email to The Data Protection Officer, National Association of Retired Police Officers, 38 Bond Street, Wakefield, WF1 2QP; email - dpo@narpo.org.

On receipt of any request to exercise one of the rights this should be immediately passed to the Data Protection Officer who will deal with this request.

On receiving the request the Data Protection Officer will:

- Record on both any data base relating to the individual and in the data access data base the receipt of the request.
- Consider whether they are satisfied the request is from the Data Subject or whether Identification should be requested before responding.
- Acknowledge the request within 7 days. We have standard draft letters to be used for acknowledging these requests.

- Make a diary entry for the request to be fully responded to within 30 days. We can extend the time, where necessary, by up to two further 30 day periods.
- Undertake full consideration of the request and decide whether to agree to the request or that there are proper grounds for not agreeing to the whole or any part of the request.
- Prepare a response in respect of the decision and send this to the individual (Data Subject) making the request. We have draft responses which can be used as templates.
- Record on the access request data base and on any records relating to the individual copies of the full response setting out the decision made.