

Personal Data Requests Procedure

Statement of purpose

This procedure provides a framework which will allow you to identify what a personal data request is, how to recognise it and what to do in the event of a receiving such a request.

This type of individual request could come from, a member, a volunteer, a member of WCHCT staff or a member of the public, who believes we are holding or using their personal data.

Who is responsible for carrying out this procedure?

Any member of staff, member or volunteer working for WCHCT is responsible for carrying out this procedure.

What is personal data request?

Data protection legislation provides individuals with a number of rights over the personal data we hold about them. These six rights are:

- The right to be provided with copies of the data we hold about them (Previously known as a Subject Access Request or SAR)
- The right to have the data we hold about them corrected if they believe it is wrong.
- The right to have the data we hold about them deleted
- The right to ask us to temporarily stop using the data we hold about them*
- The right to question how we use the data we hold about them*
- The right to be provided with the data we hold about them in a format that can be used by another organisation*

These rights have exemptions allowing WCHCT data protection lead to refuse the request if certain circumstances apply.

How to recognise this type of request

Look out for requests which ask you:

- To Provide copies of a person's data
- To check or correct an individual's data
- to delete an individual's data
- To stop WCHCT taking an action or actions based on the information we hold about that individual.
- to give details on a members or young member unit
- To provide copies of data to be used by another organisation.

If you're not sure if a request relates to one of the six rights you can send it to secretarywchct@gmail.com for advice.

We're here to help

By law WCHCT must respond to these types of requests within 30 days so we want you to feel confident about how to direct these queries. If you have any questions or concerns please contact ejane@lilley2.plus.com

Failure to comply with this procedure will be a breach of data protection legislation.

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