

## **West Wolds U3A: Data Subject Access Requests (DSAR) – Policy and Process**

### **1. UK General Data Protection Regulation (GDPR)**

Following EU wide changes to data protection rules, introduced in the UK as the Data Protection Act 2018(GDPR) people can make a data subject access request for free. This right of access means that requesters can ask to review and verify lawfulness of the processing of their personal data.

GDPR is administered by the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AC telephone: 0303 123 1113.

### **2. Data Subject Access Requests**

U3A members are entitled to request access to the information that is held by West Wolds U3A. The request needs to be received in the form of a written request to West Wolds U3A Membership Secretary. On receipt of the request, it will be formally acknowledged and dealt with expediently. (the legislation requires that information should generally be provided within one month- free of charge) unless there are exceptional circumstances as to why the request cannot be granted. West Wolds U3A will provide a written response detailing all information held on the members. A record shall be kept of the date of the request and the date of the response in the DSAR Register.

### **3. Process**

**Step 1: Verify the requester's identity** – face/to face contact with the requester and supporting passport/driving licence evidence, so that you can determine that you have the right person. That you can safely distribute the information and avoid giving the subject data to the wrong person and committing a data breach.

**Step 2: Clarify the Nature of the Request** – Review the DSAR to determine what the requester wants to know. In most cases, subjects simply want to see all the data you have on them. They may invoke other data privacy rights at the same time e.g. request correction of any inaccurate data held.

**Step 3: Review the Data** – Before sending any data to the subject, review it carefully that it doesn't include anyone else's information. Confirm that you are processing their personal data, a copy of that data and details of how that data is collected, used and disposed of.

**Step 4: Explain the Subject's Rights** – Remind subjects of their data privacy rights. They have the right to object to the processing of their data, can request corrections to be made to any incorrect data held and can lodge a complaint with a supervising authority.

**Step 5: Sending Data to the Subject** – Formal written responses should be transparent, written in clear, plain language and in an easily accessible format. All communications should be documented in DSAR register to provide a transparent audit trail to demonstrate accountability and legislative compliance.

<b>Date of DSAR Request Received</b>	<b>Subject Name - Membership No</b>	<b>Identity Proof Drivers licence details or Passport Nos</b>	<b>Subject Address</b>	<b>Description of DSAR</b>	<b>DSAR completed by (please print name)</b>

