

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created
17/04/2018

Status
Final

Version
1.0

Review Date
17/04/2019



1. PURPOSE AND SCOPE

All personal data processed by EasTec UK Ltd is within the scope of this procedure.

Data subjects are entitled to obtain:

- Confirmation as to whether EasTec UK Ltd is processing any personal data about that individual;
- Access to their personal data;
- Any related information;
- The logic involved in any automated decisions relating to him or her

2. RESPONSIBILITIES

The Data Protection Officer is responsible for the application and effective working of this procedure, and for reporting to the information on Subject Access Requests (SARs). The Data Protection Officer is responsible for handling all SARs.

3. PROCEDURE

Subject Access Requests are made using the Subject Access Request Form. The data subject provides EasTec UK Ltd with evidence of their identity, in the form of a current passport/driving license, and the signature on the identity must be cross-checked to that on the application form.

The data subject specifies to EasTec UK Ltd specific set of data held by EasTec UK Ltd on their subject access request (SAR). The data subject can request all data held on them. EasTec UK Ltd records the date that the identification checks were conducted, and the specification of the data sought.

EasTec UK Ltd provides the requested information to the data subject within one month from this recorded date. Once received, the subject access request (SAR) application is immediately forwarded to the Data Protection Officer who will ensure that the requested data is collected within the specified time frame

Collection entails:

- Collecting the data specified by the data subject, or
- Searching all databases and all relevant filing systems (manual files) in EasTec UK Ltd, including all back up and archived files (computerised or manual) and all email folders and archives.
- The Data Protection Officer maintains a data map that identifies where all data in EasTec UK Ltd is stored.

The Data Protection Officer reviews all documents that have been provided to identify whether any third parties are present in it, and either removes the identifying third party information from the documentation or obtains written consent from the third party for their identity to be revealed. If any

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created
17/04/2018

Status
Final

Version
1.0

Review Date
17/04/2019



of the requested data is being held or processed under one of the following exemptions, it does not have to be provided:

- National security
- Crime and taxation
- Health
- Education
- Social Work
- Regulatory activity
- Journalism, literature and art
- Research history, and statistics
- Publicly available information
- Corporate finance
- Examination marks
- Examinations scripts
- Domestic processing
- Confidential references
- Judicial appointments, honors and dignities
- Crown of ministerial appointments
- Management forecasts
- Negotiations
- Legal advice and proceedings
- Self-incrimination
- Human fertilization and embryology
- Adoption records
- Special educational needs
- Parental records and reports

In the event that a data subject requests EasTec UK Ltd to provide them with the personal data stored by the controller/processor, then EasTec UK Ltd will provide the data subject with the requested information in electronic format, unless otherwise specified. In the event that a data subject requests what personal data is being processed then EasTec UK Ltd provides the data subject with the following information:

- Purpose of the processing
- Categories of personal data
- Recipient(s) of the information, including recipients in third countries or international organisations
- How long the personal data will be stored
- The data subject's right to request rectification or erasure, restriction or objection, relative to their personal data being processed.

EasTec UK Ltd removes personal data from systems and processing operations as soon as a request for erasure has been submitted by the data subject. EasTec UK Ltd contacts and communicates with other organisations, where the personal data of the data subject is being processed, to cease processing information at the request of the data subject. EasTec UK Ltd takes appropriate measures without undue delay in the event that the data subject has: withdrawn consent; objects to the processing of their personal data in whole or part; no longer under legal obligation and/or has been unlawfully processed.

Inform the data subject of their right to lodge a complaint with the supervisory authority and a method to do so (Complaints Procedure) Information on the source of the personal data if it hasn't been collected from the data subject. Inform the data subject of any automated decision-making. If and where personal data has been transferred and information on any safeguards in place.

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created

17/04/2018

Status

Final

Version

1.0

Review Date

17/04/2019



EasTec UK Ltd uses compatible electronic formats to respond to SARs.

4. SUBJECT ACCESS REQUEST FORM

The Data Protection Act 1998 and the General Data Protection Regulations provides you ('the Data Subject') with the right to receive a copy of the personal data we hold about you. This form is used to confirm your identity and to assist us in locating your personal data. This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

Your request will be processed within 40 days of receipt by us of such information we may reasonably require satisfying ourselves as to your identity and to locate the information sought. A Subject Access Request is free of charge. All information disclosed under a Subject Access Request is a copy; originals are not provided. A Subject Access Request cannot be processed without the subject's (person whose details are being requested) signature. If you need any help completing this form, please contact EasTec UK Ltd.

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created
17/04/2018

Status
Final

Version
1.0

Review Date
17/04/2019



Section 1: Personal Details of the Data Subject							
Title	Mr		Mrs		Miss		Other
Full Name							
Date of Birth							
Address							
Previous Address is less than 2 years							
Telephone Number							
Email Address							
Section 2: Are you the Data Subject?							
Yes – if yes go straight to section 3	◆						
No	◆						
<p>If you are NOT the Data Subject, you must supply documentary evidence to confirm the Data Subject's authority which supports this request. We must see certified copies - one on which a person able to sign (e.g. Justice of the Peace, solicitor, medical doctor, professional person) has certified that it is a true copy of the original document.</p> <p>A representative is usually a legal company or anyone helping a friend or relative because the data subject is unable to take care of their own matters. Please note the date the authority is signed must be no more than six months older than the date the Subject Access Request is submitted.</p>							
Full name of the person representing the data subject							
Address							
Telephone Number							
Email Address							
Section 3: What documents you must send or produce to confirm the identity and address of the data subject							
<p>You must confirm the identity of the Data Subject by sending us a copy* of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed. This must be certified by a solicitor; barrister; legal executive; professional person. This should be certified with the words: “I certify that this is a true likeness of Mr/Mrs/Miss/Ms (full name)” and include the name, date and signature of the person</p>							

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created
17/04/2018

Status
Final

Version
1.0

Review Date
17/04/2019



certifying the document.	
If the Data Subject's name is now different from that shown on the document, you submit to confirm his/her identity, you must also supply documentary evidence* to confirm the Data Subject's change of name e.g. marriage certificate, change of name deed or statutory declaration.	
a) Full valid driving licence	
b) Birth certificate or adoption certificate	
c) Full valid current passport	
You must also confirm the address of the Data Subject by sending us a copy of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.	
a) Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter	
b) Council tax demand in the Data Subject's name for the current financial year	
c) Bank, building society or credit card statement in the Data Subject's name for the last quarter	
We must see certified copies - one on which a person able to sign (e.g. Justice of the Peace, solicitor, medical doctor, professional person) has certified that it is a true copy of the original document.	
Section 4: How do you believe we process the personal data of the Data Subject?	
Our search for information relating to the Data Subject will be based on the information provided below. EastTec UK Ltd processes personal data for the following purposes. Please tick the boxes next to the purposes that you would like us to search.	
Accounts and records (for example purchases, sales or other transactions)	
Advertising, marketing and promoting	
Complaints and appeals handling	
Information and database administration	
Membership and registration	
HR and employment records	
Any other purposes not listed above?	
Additional Information:	
Section 5: Formal declaration	
In exercise of the right granted to me under the terms of the Data Protection Act 1998 and the General Data Protection Regulations I request that you provide me with a copy of the	

GDPR SUBJECT ACCESS REQUEST PROCEDURE

Date Created
17/04/2018

Status
Final

Version
1.0

Review Date
17/04/2019



personal data about the Data Subject which you process for the purposes I have indicated. I confirm this is all of the personal data to which I am requesting access. I also confirm that I am either the Data Subject or am acting on their behalf. I am aware that it is an offence to unlawfully obtain such personal data, e.g. by impersonating the Data Subject. I certify that the information given in this form is true. I understand that it is necessary for EasTec UK Ltd to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to confirm my identity and/or locate the correct information.

Signed:		Date:	
Please make sure you have:			
Completed this form in full			
Signed the declaration above			
Enclosed the relevant documents of identity and authority			
Enclosed the relevant documents of identity and address			

Please send this form to: EasTec UK Ltd, 16 Hackford Road, Hardingham, Norfolk, NR9 4ED

What happens next? If your request is valid we will acknowledge your request in writing and provide you with a reference number relating to your SAR and start processing your records. If your request is valid but we are unable to identify you, we will advise you of this and close your request. We will also return your request along with any enclosures. If you have sent us an invalid request, then we will return your request along with any enclosures and advise you why your application has been rejected.