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# Cork Deaf Association

## SUBJECT ACCESS REQUEST POLICY

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### A) AIM

You have a right, under the General Data Protection Regulation (GDPR), to access the personal data we hold on you. If you wish to do this, you should make a Subject Access Request. This policy tells you how you should make a request and how we will handle your request.

### B) DEFINITIONS

“Personal data” is any personal information about a person or any information which tells you who a person is, for example, for example your name and address.

*[According to the GDPR, ‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly.]*

“Special categories of personal data” is includes information about:

- a) race
- b) ethnic origin
- c) politics
- d) religion
- e) trade union membership
- f) genetics
- g) biometrics (where used for ID purposes, for example fingerprints)
- h) health
- i) sex life or
- j) sexual orientation.

### C) MAKING A REQUEST

You can make a Subject Access Request verbally or through Irish Sign Language.

However, we advise you to make a Subject Access Request in writing. If you would like to make a written Subject Access Request, please use our Subject Access Request form.

If you are making a Request, you also need to give us proof of your identity. If you do not give us proof of your identity, we may have to contact you to ask you to provide it before we can move forward with your Request.

If someone else makes the Request for you, they need to prove that they are able to do this on your behalf. If they do not give us proof, we may need to contact them to ask that they provide it before we can move forward with the Request.

### D) TIMESCALES

Usually we will deal with your Request without delay and within one month. If the Request is complicated or we have a lot of Requests, we may contact you to tell you that we need more time to deal with it. We may need to tell you that we need up to two extra months to deal with your Request. We cannot take longer than three months in total to deal with your Request.

## **E) FEE**

Usually, you do not have to pay money when you request access to your information. However, we may contact you to request a fee if:

- The Request is manifestly unfounded (clearly without good reason)
- The Request is repetitive (repeated)
- The Request is excessive (too much)

If we decide that a fee is necessary, we will charge you a reasonable fee, which will be based on the circumstances. The fee must be paid before we can obey your Request.

We may also charge you a reasonable fee if you ask for more copies of the same information.

## **F) INFORMATION YOU WILL RECEIVE**

When you make a Subject Access Request, you will be told:

- a) whether or not your data is handled and the reasons why we handle your data;
- b) what categories of personal data we have about you;
- c) where we got your data (if we did not get it from you);
- d) anyone that we gave your personal data to or intend to give your personal data to (including anyone outside of the European Economic Area) and what is being done to protect your data and keep it safe;
- e) how long your data is kept for (or how that length of time is decided);
- f) your rights in relation to correcting data that is wrong; deleting data, restricting how your data is used and objecting to how your data is handled;
- g) your right to complain to the Office of the Data Protection Commissioner if you believe your rights have not been respected;
- h) the reasoning behind any automated decisions (decisions made by a machine) taken about you.

## **G) CIRCUMSTANCES IN WHICH YOUR REQUEST MAY BE REFUSED**

We may refuse to deal with your subject access request if:

- The Request is manifestly unfounded (clearly without good reason)
- The Request is repetitive (repeated)
- The Request is excessive (too much)

If we decide to refuse your Request, we will contact you to tell you this without unnecessary delay. We will do this within one month of receiving your Request. We will also tell you why we have refused your Request.

We will tell you that you have a right to complain to the Office of the Data Protection Commissioner and to legally deal with the matter.

We may also refuse to deal with your Request, or part of your Request, because of the type of information you requested. For example, information which comes under 'legal privilege' (eg. communication between a solicitor and client) or information about management planning does not have to be given out. If this happens, we will tell you that we cannot obey your Request and we will explain our reasons.

