



Subject Access Request Procedure

Purpose of the Procedure

The UK Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (collectively "GDPR") give data subjects the right of access to their personal data; failure to comply with the GDPR may result in financial penalties and a claim by the data subject.

This Subject Access Procedure should be read in conjunction with Oxfordshire and North Buckinghamshire County ASA's Data Protection Policy.

Use of this Procedure

This Procedure must be followed when a data subject asks for copies of his/her own personal data.

Compliance with this Procedure

All those who access personal data held by Oxfordshire and North Buckinghamshire County ASA, including employees and consultants must familiarise themselves with this Procedure and comply with it when in receipt of a request for a data subject's own personal data.

Detailed Procedure statement

1. Any request by a data subject for personal data must be in writing. When received, the request must be referred immediately to the Chair of Oxfordshire and North Buckinghamshire County ASA (DPM) who will handle the request.
2. The DPM will arrange to:
 - log the request
 - a. request proof of identity (passport or driving licence) of the requester and data subject in circumstances where the identity of the requester or data subject making the request is in doubt and, where the requester is not the subject, request proof that authority has been granted by the subject to the requester (particularly where the subject is a child). This check must be done without undue delay so that Oxfordshire and North Buckinghamshire County ASA can meet the 1-month deadline to fulfil the subject access request
 - b. contact the relevant teams to obtain copies of any personal data that is held; the request should be handled confidentially and treated as urgent
 - c. review the data and make any redactions necessary to protect the rights of a third party and/or as required and permissible by law
 - d. ask the data subject to narrow the scope of a request in circumstances where a large amount of data is held.

Determine whether a 60 day extension is required (where the request is complex or involves large amounts of material).

The DPM will arrange to notify the data subject that the subject access request is being processed and will also confirm that either:

 - (i) the request is being actioned and provide the following information to the data subject:
 - Confirmation of whether Oxfordshire and North Buckinghamshire County ASA holds any personal data on the data subject
 - A description of any personal data held on the data subject
 - Details of how the personal data are used
 - Details of any third-party organisations that personal data are passed to
 - Details of any technical terminology or codes; or
 - (ii) that the request cannot be met, giving reasons. If Oxfordshire and North Buckinghamshire County ASA cannot meet the request, the data subject will be informed of their right to make a complaint to the ICO.
3. The DPM may decide to treat the request as manifestly unfounded or excessive and either (a) request a reasonable fee to deal with the request, or (b) refuse to deal with the request. In either case, this decision will be communicated to the data subject, with reasons. The data subject must be informed without undue delay and within 1 month of receipt of their request.
4. All communications and decisions will be logged in Oxfordshire and North Buckinghamshire County ASA's Central File Store.

