

Procedure for Subject Access Requests & Other Individual Rights

All individuals who are the subject of personal data held by the Commission are entitled:

- to obtain confirmation that their data is being processed, and access to the personal data which the Commission holds about them (a subject access request);
- to request that the Commission corrects any personal data found to be inaccurate or incomplete;
- where there is a dispute about the accuracy or processing of their personal data, to request that a restriction is placed on further processing;
- to request that their personal data is erased where it is no longer necessary for the Commission to retain it;
- if their consent is being relied upon, to withdraw their consent to the processing at any time;
- to request that the Commission provides them with their personal data; and
- in some circumstances, and where possible, to have the Commission transmit that data directly to another data controller.

Individuals wishing to exercise any of these rights should submit a request in accordance with the following procedure:

1. Make your request, **in writing**, to the Data Protection Officer:

Eoin O'Neill
Equality House
7 – 9 Shaftesbury Square
Belfast BT2 7DP
or by email to eoneill@equalityni.org

If, due to a disability, you are not in a position to put your request in writing, you may call at the Commission's offices at the address above or have a third party make the request on your behalf. You can also contact the Commission by telephone on 028 90 500 600.

2. The request should include details of who you are and if appropriate provide documented evidence (e.g. driving licence, passport, birth certificate). You should also provide as much detail as possible regarding the information, the subject matter of your request, (e.g. where and by whom the information is believed to be held, specific details of information required etc).
3. You are not required to state why you wish to exercise your right: the details we require are merely those that will aid the efficient location and retrieval of information.
4. Once the Data Protection Officer (DPO) receives a request, all efforts will be made to fully comply as soon as possible. In any event, in the case of a subject access request, you will receive all the information that has been located and can be released within **one month**, and an explanation for any information that cannot be provided at that time.

5. In accordance with the Data Protection Act 2018 (The 2018 Act) the Commission does not usually release information held about individuals without their consent. Therefore, if information held about you also contains information related to a third party, the Commission will make every effort to anonymise that information. If this is not possible, and the Commission has been unable to secure the relevant consent, the Commission may decide not to release the information.

Any request in relation to individual rights will only be refused if an exemption applies.

Monitoring

The DPO has overall responsibility for ensuring compliance with individual requests under GDPR and the 2018 Act. He will make a quarterly report to the Senior Management Team of all requests made under this Procedure, setting out details of the request, whether it was complied with, if time limits were met and the reasons for refusal of the request if applicable.

Review

This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to the Data Protection Act 2018. In any event, it will be reviewed every 3 years.

August 2019