

## Procedure for Subject Access Requests & related 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.

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

## Procedure for making requests

### 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](mailto: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. Your request should include details of who you are and provide evidence of your identity.

The Commission will normally require your full name and address, your telephone number, a copy of photographic ID (e.g. the passport page giving personal details, driving licence) or a recent utility bill. This information will be held for no more than 1 year.

This information will not be required where those making requests are current employees of the Commission.

### 3. 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).

Should your request relate to previous contact with the Commission, where possible, you should provide the dates during which you had contact with us, any reference number quoted on correspondence and the name of the division/person you corresponded with.

**4. 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.

### **Timescale**

Once the Data Protection Officer 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.

### **Information about third parties**

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.

### **Monitoring**

The Data Protection Officer has overall responsibility for ensuring compliance with individual requests under GDPR and the 2018 Act. He or she will make a quarterly report to the Senior Information Risk Officer 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.

<b>Review date</b>	<b>Changes made</b>	<b>Reviewer</b>	<b>Approved</b>	<b>Next Review date</b>
21/01/22	Changes to layout throughout  Page 2 – clarification re proof of identity for non Commission employees  Version control table added	Eoin O Neill	Keith Brown	<b>21/01/2025</b>

**January 2022**