

East Riding Archaeological Society

**Subject Access
Request Policy
(GDPR)**

May 2018

What must I do?

1. **MUST:** On receipt of a subject access request you must **forward** it immediately to the **Membership Secretary who is the ERAS Data Controller**.
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** An Executive member who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Where a requestor is not satisfied with a response to a SAR, ERAS must manage this as a **complaint**.

How must I do it?

1. Notify **Membership Secretary who is the ERAS Data Controller** upon receipt of a request.
2. We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by ERAS relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. ERAS accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

Current UK/EEA Passport

UK Photocard Driving Licence (Full or Provisional)

Bus Pass/ Railcard*

Firearms Licence / Shotgun Certificate

EEA National Identity Card

Full UK Paper Driving Licence

State Benefits Entitlement Document*

State Pension Entitlement Document*

HMRC Tax Credit Document*

Local Authority Benefit Document*

State/Local Authority Educational Grant Document*

HMRC Tax Notification Document

Disabled Driver's Pass

Financial Statement issued by bank, building society or credit card company+

Judiciary Document such as a Notice of Hearing, Summons or Court Order

Utility bill for supply of gas, electric, water or telephone landline+

Most recent Mortgage Statement

Most recent council Tax Bill/Demand or Statement

Tenancy Agreement

Building Society Passbook which shows a transaction in the last 3 months and your address

3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
5. Make this clear on forms and on the ERAS website.
6. You should do this through the use of induction, by performance and training, as well as through establishing and maintaining appropriate day to day working practices.
7. A record is maintained allowing ERAS to report on the volume of requests and compliance against the statutory timescale.
8. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.

Sample letters

All letters must include the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;

¹ “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisations head quarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

² “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

- d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g) if the data has not been collected from the data subject: the source of such data;
- h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Replying to a subject access request providing the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

((Include (a) to (h) above))).

Copyright in the personal data you have been given belongs to ERAS. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request, we asked the following areas to search their records for personal data relating to you:

- Membership Secretary
- ERAS Treasurer
- Newsletter Editor
- ERA Editor

- ERAS Secretary
- Field Studies Officer
- ERAS Marketing Officer

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

((Include (a) to (h) above))).

Copyright in the personal data you have been given belongs to ERAS. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to ERAS or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if ERAS is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter ERAS should set out the reason why some of the data has been excluded.]

Yours sincerely”