



Luctonians Sports Club

How to Make a Subject Access Request

What is Subject Access

Subject access is your right under the Data Protection Regulations to find out what personal data the Club holds about you.

Subject access is not only your right to see a copy of the information the Club holds about you but is also your right:

- to be told whether any personal data is being processed;
- to be given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- to be given a copy of the personal data; and
- to be given details of the source of the data (where this is available).

Subject access provides a right for you to see your own personal data, rather than a right to see copies of documents that contain your personal data. The Club is not obliged to do this.

You also need to be aware that there are some occasions when information is exempt from subject access. This is when such information would disclose information about another individual. Information may also be exempt because of its nature or because of the effect its disclosure is likely to have.

How to apply for Subject Access

It is easy to apply for access to your personal data. All you need to do is to ask in writing for access to your data. There is no prescribed format for such an application but you must include the following information:

- Your full name
- Your date of birth
- Your full address
- Your Club membership ID if you are a member

The regulations state that we must be satisfied you are who you say you are and we might ask for further identification information.

We ask that you specify if you are looking for any specific information, this will enable us to respond quicker to your request.

Please indicate your preferred contact method, in writing/by phone/by email.

Please send your application to:

The Data Protection Officer,
Luctonians Sports Club
Mortimer Park
Kingsland
Herefordshire
HR6 9SB

or email it to dpo@luctonians.co.uk

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How Luctonians will respond

Luctonians will acknowledge your subject access application as soon as possible. We then have 1 Month from receipt of your application to supply you with the information in a suitable format. We are able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.

Luctonians will provide a copy of the information **free of charge**. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. Luctonians may also charge a 'reasonable fee' to comply with requests for further copies of the same information. Our fees will be based on the administrative cost of providing the information.

If for any reason Luctonians decide that your request for subject access is to be refused we will inform you within 1 month and state the reasons why we are refusing your request. You are able to appeal our decision either via a regulatory authority (Information Commissioner's Office) or via the Courts.

For more information on Subject Access please visit the Information Commissioner's Office website: www.ico.org.uk

Applying for Subject Access on behalf of a third party

You are entitled to make a subject access request on behalf of a third party as long as you have the relevant written authority to do so, or are the parent or legal guardian of a child.

Luctonians must assess whether in their view, the person who you are applying on the behalf of has the capability to understand the request and the information provided and the decision could be to supply the information directly to the subject.

Any questions about this Procedure should be directed to the Club's Data Protection Officer:
dpo@luctonians.co.uk

Last Reviewed on 19th April 2021