

SUBJECT ACCESS REQUEST POLICY

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Scottish
Volleyball

Subject Access Request Policy

What is the right of access?

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why Scottish Volleyball (SV) are using their data, and check we are doing it lawfully.

What is an individual entitled to?

Individuals have the right of access to obtain the following from SV:

- 🌀 confirmation that SV are processing their personal data.
- 🌀 a copy of their personal data.
- 🌀 other supplementary information.

An individual is only entitled to their own personal data, and not to information relating to other people (unless the information is also about them, or they are acting on behalf of someone). Therefore, it is important that SV establish whether the information requested falls within the definition of personal data.

Supplementary Information

In addition to a copy of their personal data, SV also have to provide individuals with the following information:

- 🌀 the purposes of your processing.
- 🌀 the categories of personal data concerned.
- 🌀 the recipients or categories of recipient you disclose the personal data to.
- 🌀 SV retention period for storing the personal data or, where this is not possible, the criteria for determining how long the information will be stored.
- 🌀 the existence of their right to request rectification, erasure or restriction or to object to such processing.
- 🌀 the right to lodge a complaint with the Information Commissioner's Office or another supervisory authority.
- 🌀 information about the source of the data, where it was not obtained directly from the individual.
- 🌀 the existence of automated decision-making (including profiling).
- 🌀 the safeguards SV provide if we transfer personal data to a third country or international organisation.

SV provide some of this information already in your privacy notice.

Procedure for Requests

In addition to a copy of their personal data, SVA also have to provide individuals with the following information:

All requests must be made in writing to info@scottishvolleyball.org.

If a request is made by telephone, in person or by any other method which is not in writing all staff member/volunteers must ask the person to email their request to info@scottishvolleyball.org.

The request must be logged in the Subject Right Access Folder with the date received.

On receipt of the email the following procedure will be adhered to:

- 🌀 A Subject to Right Access notification email will be sent to all staff members asking them to search their emails and forward/print any emails which contain the person's name. The staff member must respond to the email within 10 days.
- 🌀 A search will be completed on the company server and any documentation will be printed. This search must be done within 10 days.
- 🌀 The information found will be examined and redaction carried out to ensure privacy regarding third parties. This will be done by the CEO and the Office Manager.
- 🌀 All correspondence will be then collated and an email confirming what information we hold will be sent to the individual by 28 days of receipt of request.