

# Subject Access Request

## Information requests

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

- Confirmation that their personal data is being processed and why
- Ask **what information** the company holds about them and why including:
  - the categories of personal data involved
  - who the information has been, or will be, disclosed to
  - the length of time the data will be held for
  - who provided the information (if not the individual themselves)
  - whether their data is involved in automated decision-making such as profiling
- Ask **how to gain access** to it
- Be informed **how to keep it up to date**
- Be informed how ASDAN is **meeting its data protection obligations** including access to ASDAN's Privacy Notice

If an individual contacts the company requesting this information, this is called a **subject access request**.

Subject access requests should be made by email via [info@asdan.org.uk](mailto:info@asdan.org.uk), addressed to the data protection officer (DPO). The DPO will verify the identity of the individual before providing the information requested by email within 14 working days. All requests will be recorded on the information request log including the outcome and explanatory notes if necessary. Emails received in relation to an information request will be held for one year from the date the enquiry has been satisfied in order to track repeat or nuisance requests, which may incur an administrative charge.

Enquiries received from centres requesting copies of details held in relation to past or current candidates will not be considered information requests and will be dealt with in accordance with centre support procedures and ASDAN's Privacy Notice.

In all cases, it is essential that the identity of the person requesting the information must be verified by reasonable means before any personal data is shared.