

Data Protection

Subject Access Request Guidance for Staff & Volunteers

GDPR entitles an individual who makes a written subject access request (SAR) to be:

- told whether any personal data is being processed
- 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
- given a copy of the information comprising the data; and given details of the source of the data.

A SAR is still valid even if a person making the request does not mention data protection specifically. We must respond promptly and within 30 days of receipt.

An individual is entitled to their own personal data and not to information relating to other people (unless they are acting on behalf of that person).

If you receive a SAR please record the contact details and forward them to your Data Protection Lead (DPL) immediately at nettiesawyer@aol.com or 07824388522

The DPL will manage the members response to the request (see SAR Guidance for DPL).

It is important that we follow the agreed procedure for responding to a SAR to ensure that we provide the relevant information in a timely and appropriate manner.

Failure to comply with a SAR is a breach of GDPR and could result in Bath Riding Club being fined up to €20m.