

5.1 Data Protection Subject Access Request Checklist

1. **Request to Establish Existence of Personal Data (under Section 3 DP Acts)**

An individual may submit a request to establish whether DIT holds personal data relating to them. If this data is held, DIT must:

- (i) Inform the requestor that personal data is held within 21 days.
- (ii) Provide a description of the data held and the purposes for which it is held.
- (iii) A fee does not apply to this type of request.

2. **Subject Access Request (under Section 4 DP Acts)**

- (i) Ensure fee of €6.35 has been received and the request has been received in writing and confirm the requestor's identity.
- (ii) Check all relevant details have been provided in order to identify the request and locate all relevant data retained.
- (iii) Acknowledge receipt of request to requestor within 2 weeks of date of receipt and log request on internal database and diarise reminders in line with legislative requirements.
- (iv) Instruct all applicable functions to search all manual and electronic files and databases and request that all relevant data is forwarded to the Information Governance Officer together with a written confirmation of compliance.
- (v) As not all personal data may be liable for disclosure, ensure that the data is screened prior to release by all applicable functions and retain a record of the request in the Office of the Institute Secretary.
- (vi) Provide the data to the requestor within the statutory timeframe, i.e. within 40 days of receipt of request. *Note: Time limit for requests relating to examinations data is 60 days and is deemed to be made at the date of first publication of results or at date of request, whichever is later.*
- (vii) Ensure the requested data is provided in a form which is clear to the requestor, e.g. any codes must be explained.
- (viii) If data is not held on requestor, DIT must inform them within 40 days. In this case, DIT is not obliged to refund any fees charged for dealing with the access request.
- (ix) If DIT does not comply with the request or has to rectify, supplement or erase the personal data concerned, the fee must be refunded to the requestor.

3. **Request To Cease Processing Personal Data On The Grounds That It Would Cause Unwarranted Damage Or Distress To The Data Subject**

- (i) Follow Steps (ii) to (v) above (Note: A fee does not apply to this type of request).
- (ii) Request all areas processing relevant personal data to cease processing same.
- (iii) Ensure written confirmation of compliance is provided to the Information Governance Officer.
- (iv) Confirm, in writing, to requestor within 40 days that processing of relevant data has ceased.

4. **Request From Customer / Employee / Supplier To Correct, Block Or Erase Their Data**

- (i) Follow Steps (ii) to (v) above (Note: A fee does not apply to this type of request).
- (ii) Advise all areas holding the relevant data on the requestor what is to be corrected, blocked or erased and request that this is actioned immediately.
- (iii) Ensure written confirmation of compliance is provided to the Information Governance Officer.
- (iv) Confirm, in writing, to the requestor within 40 days that their data has been corrected / blocked / erased.