

# Groundwork Northern Ireland

## Data Subject Access Request Process

### Request

All Subject Access Requests should be made to [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk). The requester should include the following documentation to verify their identity and entitlement to the information requested:

- Photographic ID
- Proof of Address (dated within the last 3 months).

Groundwork Northern Ireland (GWNI) will accept scanned copies of the above identification documents, which will be kept on file for the length of the request after which they will be destroyed.

GWNI will endeavour to respond to all requests within one month. We may request further information to ensure we understand the range and extent of data you are requesting.

Upon receiving this information, the organisation will review the data and determine whether or not the request is valid. The possible outcomes of this exercise are:

1. We will review and provide the requested information
2. We will review and determine we do not have data
3. We will review and identify the request as invalid
4. We will review and identify that the information could be gathered but requires charging a reasonable administration fee.

### Enforce Entitlement Decisions

GWNI may charge a reasonable administration fee or deem a subject access request as invalid where the request appears to be manifestly unfounded, excessive or repetitive. If you are not satisfied with this decision please contact the Information Commissioner's Office for further guidance at <https://ico.org.uk/>

### Focus and Scope

Data which GWNI can search includes:

- Email
- Server File
- Paper based information and archive boxes
- CCTV (please note CCTV footage is only stored for 2 weeks)
- Sign in books
- Personnel Files

### **Identification of Data**

All data will be collected and stored in a confidential file. The data will then be reviewed and anonymised, where necessary. Any data that is of intellectual property will also be removed.

### **Handover**

Once all the data has been collected and reviewed it will be sent to the requestor in a ZIP file via email. A username and password will be sent to the requestor separately.

### **Removal of Stored Data**

The requestor will be asked to confirm that they have received the data. If we receive no response from the requestor within ten days, the data and ID documents collated for the purpose of the request will be deleted. Note that the data requested may, however, remain on our system.

A record of the subject access request will be kept on file to include the date the request was received, ID verified, date the subject access request was complete and the date of deletion.

### **Privacy notice**

For more information as to how GWNI used your data, please refer to our Privacy Notice.