Beaverstown Golf Club (BGC) Subject Access Request Procedure

## Introduction:

BGC is aware of its obligations as a data controller with a primary responsibility for and a duty of care towards the personal data under its control.

Data subjects whose data is held by the Club are entitled to ask whether the data controller is processing any personal data belong to them and, if so, be given

* A description of the personal data
* The purpose for which that data is being used
* Information on any organization to whom that data is being or might be disclosed.
* The data subject is entitled, in response to a valid request being submitted, to a copy of the information held

## Request Procedure:

To see a copy of the data held by BGC a data subject must submit a written request to the Club secretary enclosing proof of identity and any administrative fee as may be decided by the Management Committee (MC) from time to time in compliance with the rates determined by the Data Commissioner.

Persons making a data request are advised to use the attached Subject Access Request Form but any request in writing is acceptable. BGC will respond as quickly as possible but has a maximum response time of 40 calendar days once it has received all the necessary relevant information

# **Data Subject Access Request Form (Request for a copy of Personal Data)**

# Data Protection Act 1988 and Data Protection (Amendment ) Act 2003

Beaverstown Golf Club.

Full Name (Capital Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, …………………………………………………………….. (name) wish to make a request under Section 4 of the Data Protection Act 1998 and 2003 for a copy of any information, in particular those data specified below, the BGC keeps about me either in electronic or manual format.

Specific Data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I am enclosing additional information that may help to process this request as quickly as possible:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please indicate if you are happy to view or receive a copy of the data: view copy

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Please return this form to: **Club Secretary**

 **Beaverstown Golf Club**

 **Donabate**

 **Co Dublin.**