



# **BCS Subject Access Request Policy**

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# 1. Policy

You have the right to get a copy of the information that is held about you. This is known as a right of access (or more commonly known as a subject access request). This right of subject access means that you can make a request to any organisation processing your personal data. The General Data Protection Requirements also states that an individual, who makes a written request, is entitled 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 (where this is available);
- given the reasoning behind any automated decisions, such as computer-generated decisions (this does not include automated marking of examination papers as these are not classified as decisions).

## 2. What do I need to do?

### 2.1 Send us proof of who you are

First, we need to know the right person is requesting this information so when you submit a request you should provide us with proof of your identity.

#### **Proof of Identity**

Evidence of your identity and address must be provided by supplying scanned originals or certified copies of at least two official documents. This must **also** be provided for the person about whom information is required and the person making the request if they are different.

- Proof of identity – birth certificate, current driving licence or passport identification page
- Proof of address – current driving licence, utility bill, bank or credit card statement (less than three months old)

#### **Acceptable forms of Identification**

We accept scanned original documents however, we reserve the right to request to see the physical original documentation in some cases. All original documents will be returned.

If you are sending in copies of your original documents, these must be certified by a professional person or someone well respected in your community (of good standing)

One of the documents must show your current address.

If you are asking for information about someone else, you must provide written evidence that you have the authority to act for that person. This can include proof of guardianship or power of attorney. If you do not have this contact your solicitor.

If a person does not have the mental capacity to manage their own affairs and you are their attorney, for example you have a Lasting Power of Attorney with authority to manage their property and affairs, you will have the right to access information about the person you represent to help you carry out your role.

Information about children may be released to a person with parental responsibility. However, the best interests of the child will always be considered. Even if a child is very young, data about them is still their personal data and does not belong to anyone else. It is the child who

has a right of access to the information held about them. If we are confident that the child can understand their rights, then we would normally respond to the child rather than the parent. What matters is that the child can understand (in broad terms) what it means to make a subject access request and how to interpret the information they receive because of doing so.

You cannot access information about someone who is deceased as the law only applies to personal information about a living individual.

## **2.2 Give us details of who you are and what you are looking for**

Please provide us with:

- Your full name (and any other names you may have been known by);
- Your full address (and any other addresses that may be relevant);
- Date of Birth;
- Email;
- Telephone;
- Period of time to be searched;
- Any specific information you are looking for

## **3. What information is excluded?**

It is important to remember that not all personal information is covered and there are 'exemptions' which may allow an organisation to refuse to comply with your subject access request in certain circumstances.

We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person or if your request is manifestly unfounded or excessive.

We also will not release your examination paper or script as it may compromise the examination papers which may be re-used. For the purposes of this policy an examination paper is defined as a set of questions evaluating skill or knowledge which the candidate answers during the examination and an examination script is defined as a booklet in which a candidate records answers to examination questions.

## **4. How long does it take to get the information?**

We will provide the information to you within forty calendar days from the date of receipt for most cases, however, if the request is complex we may take an additional month to provide this to you

## **5. How much does it cost?**

BCS will not normally charge a fee to provide you with the information. However, where BCS determines the request is manifestly unfounded or excessive, we reserve the right to charge a reasonable fee or refuse to respond. If we refuse to respond, we will provide you why we have refused to respond and advise you that you have the right to complain to the Information Commissioners Office.

## **6. Review and Monitoring**

We will review this policy on an annual basis in line with departmental quality standards and regulatory criteria.

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