



Data Protection and Subject Access

The Data Protection Act 1998 gives individuals who are the subject of personal data (“data subjects”) a general right of access to personal data that relates to them. These rights are known as “Subject Access Rights” and are detailed in sections 7, 8 and 9 of the Data Protection Act 1998.

How to make a Subject Access Request:

H&VCA is the Data Controller that holds and uses information relating to members of the H&VCA Accreditation Scheme. If you wish to find out what (if anything) is held about you as an individual then you need to contact us by letter, email or fax, this is known as a “Subject Access Request”. Please be as specific as possible about the information you are seeking in your letter. You will also need to include an administration fee of £10.

Once you have contacted us and paid the Administration fee, we will contact you to confirm your identity for your security reasons. H&VCA are obliged to reply to your request within 40 calendar days. The 40 day period starts from the day on which we have both the fee and confirmation of your identity. If we need additional information from you to deal with your request we will contact you and until this additional information is forthcoming the 40 day period is held in suspension.

What information will H&VCA supply?

We will reply in writing and you will be told IF any personal data is held about you, and if so you will 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)

You will be told what any unintelligible terms mean including acronyms, where it is known by the data controller and you will also be told about the source of the information.

Where applicable we will explain how any automated decisions taken about you have been made. If you specifically requested it, the logic involved in automated decisions will be given.

If you are unhappy with our response or we do not reply in time, we would ask you to contact us in the first instance. You may also complain to the Information Commissioner’s Office and / or apply to a court.

How to find out more:

The government department that deals with Data Protection issues is the Information Commissioners Office <http://www.ico.gov.uk>