

1. Policy Statement

Saltbox is fully committed to respecting individuals' right to access personal information held about them in accordance with the Data Protection Act 1998 and the EU General Data Protection Regulation 2016.

Subject access rights

Any individual who makes a valid subject access request is entitled to be:

- told whether their personal data is being processed;
- given a description of the personal data, reason for processing and whether it has been shared with any other organisations or persons;
- given details of the source of the data (where this is available); and
- given a copy of the information comprising the data.

Individuals are entitled only to their own personal data, and not to information relating to other people unless they are acting on behalf of that person. In these circumstances, written consent will be required.

Exempt information

Saltbox may not be able to release some information. Information which is exempt from a subject access request includes:

- personal data where disclosure could prejudice the prevention or detection of crime
- legal professional privilege (advice received from solicitors, for example)
- personal data identifying another person (a third party) whose details cannot be disclosed without their permission

How to make a request?

In order to make a valid subject access request the following must be provided:

- a clear written request by letter, email or fax, or
- Completion of the Saltbox Subject Access Request Form, available directly from Saltbox (please email marcomms@saltbox.org.uk or call us on 01782 207200).

Proof of identification will be requested to ensure that the personal information requested is provided to the right person. Two forms of ID will be required. One must be name identification (e.g. Driving Licence, Passport or Birth Certificate) and the other a form of address identification dated in the last three months.

Saltbox will comply with requests for access to personal information as quickly as is practicable, but will ensure that the information is provided within one month of the request, as required by the GDPR. All subject access requests should be addressed to The Data Protection Officer, Saltbox, Bemersley House, Gitana Street, Hanley, Stoke-on-Trent, ST1 1DY.

2. Further Information

To find out more about this policy and how we look after your personal information, including our privacy policy contact our Marketing/Communications team at marcomms@saltbox.org.uk or on 01782 207200.

3. Monitoring and Review

This policy will be reviewed every 3 years to ensure it continues to meet current legislative requirements, adopts emerging best practice, and continues to be effective and relevant to the wider business.