

## SOUTH YORKSHIRE PENSIONS AUTHORITY

### DATA PROTECTION ACT 1998

#### SUBJECT ACCESS REQUESTS:-

1. Any person whose details are held/processed by The Authority has a general right to receive a copy for their own information. There are a few exceptions to this rule, such as data held for child protection or crime detection and/or prevention purposes, but most individuals will be able to have a copy of the data held on them.
2. The Authority has a policy of not charging for such requests.
3. Any codes used in the record will be fully explained, any inaccurate, out of date, irrelevant or excessive data will be dealt with under the procedures outlined in Section 6 (Data Integrity) of the Authority's Data Protection Policy.
4. The Authority will attempt to reply to subject access requests as quickly as possible and in all cases within the 40 days allowed by the Data Protection Act. Repeat requests will be fulfilled unless the period between is deemed unreasonable, such as a second request received so soon after the first that it would be impossible for the details to have changed.
5. A subject access request should be submitted on the appropriate forms wherever possible, this will ensure that the Authority has the required information to be able to conduct a data search and to fulfil the request. In some cases, especially with requests not submitted on the correct form, further information may be required from the requester which may delay the start of the 40 day maximum time limit.
6. ALL subject access requests will be dealt with by the Authority's Data Protection Officer and must be referred to him on receipt. This will ensure consistency in responses.