

General Data Protection Regulation (GDPR)

Subject Access Request Policy

If printed, copied, or otherwise transferred from the Policies and Procedures Intranet/Internet Site this document must be considered to be an uncontrolled copy.

Policy amendments may occur at any time and you should consult the Policies and Procedures Intranet/Internet Site if in doubt.

Document Control

Title	GDPR - Subject Access Request Policy
Document Type	Renewal
Author	Information Governance Manager/DPO

rather than provide a copy of the whole document.

Issuing our response

- < The protection of judicial independence and proceedings
- < Breaches of ethics in regulated professions
- < Monitoring, inspection, or regulatory functions connected to the exercise of official authority regarding security, defence, other important public interests or crime/ethics prevention
- < The protection of the individual, or the rights and freedoms of others
- < The enforcement of civil law matters.

10. What if you identify an error in our records?

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. We will consider informing any relevant third party of the correction.

If we do not agree or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file.

12. Our complaints procedure

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure, the Information Commissioner or the courts.

The Council will deal with any written complaint about the way a request has been handled and about what information has been disclosed.

The Complaints Department can be contacted at:

Complaints and Information Team
 1 Town Square
 Barking
 Essex
 IG11 7LU

Email: complaints@lbbd.gov.uk

If you remq 0.02tEMC /P8871 0 remvissl1(re)l1(r8P8871 0 re)9(ai30] BT 4(l)5 595.32 841.92 re W

13. Policy Review

This policy will be reviewed every 12 months. Policy review will be undertaken by the Information Governance Manager/DPO.