



DATA ACCESS POLICY

COTTAGE AUTISM NETWORK
CHY18103

Introduction

At Cottage Autism Network Ltd. your privacy and data protection rights are very important to us.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2003 (the "Data Protection Acts") lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

Inquiries about this access request policy ("Access Request Policy") should be made to: Cottage Autism Network, Data Protection Co-Ordinator, Artramon Farm, Crossabeg, Co. Wexford.

Access Request Policy and Procedures

Purpose of this policy

This document outlines Cottage Autism Network's Access Request Policy to help ensure that we comply with requests made under the provisions of the Data Protection Acts.

Procedures

Individuals may make a request from Cottage Autism Network as follows:

Right to establish existence of personal data (section 3 Data Protection Acts).

Under section 3 of the Data Protection Acts an individual may write to us asking whether we keep any personal data on him or her. Where we hold such personal data on you, we shall respond within 21 days of receipt of the request, giving you a description of the data we hold on you and the purposes for which it is kept.

You do not have to pay a fee for making a request of this type under section 3 of the Data Protection Acts. Please make your request in writing to us at: Cottage Autism Network, Data Protection Co-Ordinator, Artramon Farm, Crossabeg, Co. Wexford, stating that you are making your request under section 3 of the Data Protection Acts. Please note that before we respond to your request we may require that you provide us with satisfactory evidence of your identity and address.

We do not accept section 3 requests via telephone, email or text message.

Making an Access Request (section 4 of the Data Protection Acts).

Under section 4 of the Data Protection Acts, you may receive a copy of your personal data held by Cottage Autism Network, Data Protection Co-Ordinator, Artramon Farm, Crossabeg, Co. Wexford

In order to respond to your section 4 request we ask you to:

Download the Access Request Form.

Please complete, sign and date the form and be specific as possible about the information you wish to access.

Attach a photocopy of your proof of identity and address to the Access Request Form.

Post the Access Request Form to: Cottage Autism Network, Data Protection Co-Ordinator, Artramon Farm, Crossabeg, Co. Wexford

If you cannot download the Access Request Form from the internet please write to us requesting a form from: Cottage Autism Network, Data Protection Co-Ordinator, Artramon Farm, Crossabeg, Co. Wexford and we shall send you a copy by return post. Use of the Access Request Form is not mandatory. Completing the Access Request Form should enable us to process your section 4 request more efficiently. However, please note that we may not provide you with the data requested if you do not meet the requirements at points 3)-5) above.

Please note that we reserve the right not to process and release data requested where you have not complied with the requirements of section 4 of the Data Protection Acts including where:

Your request is not made in writing. We do not accept access requests via telephone, email or text message.

Responding to your Access Request under section 4

Once we have received your fully completed Access Request Form, your proof of identity and address, we shall respond to you within the statutory period of forty (40) days.

If you are not satisfied with the outcome of your access request you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

Responsibility

Overall responsibility for ensuring compliance with the requests made under the Data Protection Acts rests with Cottage Autism Network. However, our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All volunteers and contractors of Cottage Autism Network, who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts. The Data Protection Co-Ordinator is Cottage Autism Network's Data Protection Officer, and coordinates the provision of support, assistance, advice, and training throughout the company to ensure we are in a position to comply with the legislation.

Review

This Access Request Policy will be reviewed regularly in light of any legislative or other relevant developments.