

## DATA PROTECTION ACT 2018

### RIGHT OF SUBJECT ACCESS – EXPLANATORY NOTE

Under the Data Protection Act 2018 individuals' have a right of subject access are entitled to the following:

- To be told whether the Council is processing personal data in respect of the individual
- If so, to be given a description of:
  - a) the personal data
  - b) the purpose for which the processing takes place
  - c) those to whom the data is or might be disclosed
- To be given a copy of such data and, where permitted, information as to its' source(s)
- To be told when decisions are made using wholly automated means (e.g. computer systems) and the logic involved in the process

The Council is required to comply with the Access Request promptly and in any case **within a maximum period of 30 days**. The Council may ask for information to confirm the identity of the person making the request and to assist in locating the information which that person seeks.