

Privacy Notice – Subject Access Requests

You need to be aware of this privacy notice if you are making a Subject Access Request for personal information under the Data Protection Act 2018 and/or the General Data Protection Regulation 2016/679 (GDPR).

Who are we?

Doncaster Children's Services Trust is committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

We are a "Data Controller" for the purposes of the Data Protection Act 2018 and the EU General Data Protection Regulation. This means that we are responsible for, and control the processing of, your personal information.

What information do we collect from you?

The personal information we need to process your Subject Access Request may include but is not limited to:

- your full name and proof of your identity/ID photo
- your previous names (if applicable)
- your date of birth
- your contact details (phone, email or correspondence address)
- your previous address (if applicable)
- details of anyone authorised to act on your behalf

You are giving us your personal information to allow us to process your Subject Access Request and provide you with a response. We will also need to use your personal information if you ask us to review how we have handled your Subject Access Request or if you make a complaint to the Information Commissioner's Office. We will use your information to verify your identity, contact you by post, email or telephone and to maintain our records.

If you chose not to provide some of this information we may not be able to progress your request.

How do we collect information about you?

All information will be collected directly from you.

Why do we need your personal information?

You are entitled to make a Subject Access Request for information that we hold about you. Processing your personal information is necessary for us to comply with our legal obligations under the General Data Protection Regulation and Data Protection Act 2018.

Who do we share your personal information with?

We are required to check your details internally to verify you are who you say you are.

We may transfer your information to other teams within the Trust who will support with processing your Subject Access Request.

We may transfer your information to Data Protection Advisory Services Ltd (DPAS Ltd) who will support the Trust in processing your subject access request. Wherever we share information with someone else there is always an agreement in place to make sure that the organisation complies with data protection law. We have completed a Data Protection Impact Assessment to make sure we protect your privacy and comply with the law.

How do we protect your information?

Your personal information is stored on our IT filing systems. Access to your information is restricted to those who need access to process your request. All data is held in the UK.

How long will we keep your information?

We only keep your information for the minimum period of time necessary. All personal information relating to Subject Access Requests is retained for a period of 3 years.

Your rights

You can exercise any of the following rights by writing to DCSTDPO@dcstrust.co.uk:

Your rights in relating to your personal information are:

- You have a right to of access personal information we hold about you by making a 'Subject Access Request'.
- You have a right to ask us to rectify any information about you that is inaccurate or incomplete.
- You have the right to ask us to delete information about you (the 'right to be forgotten')
- You have a right to request that we restrict the processing of personal information for specific purposes.