

GDPR - How to Make an Access Request

From 25th May 2018, the General Data Protection Regulation (GDPR) introduced more clearly defined rights of information and access for individuals in respect of their personal data.

RIGHT OF INFORMATION

Under Article 13 and 14 of the GDPR, you have a right to be informed as to how your personal data is being processed (handled or used) by an organisation. In particular, at the time the Irish Waterski and Wakeboard Federation (IrWWF) obtains personal data from you, it will advise you of (among other things), the purpose(s) of - and legal basis for - the processing of your data; any other recipient(s) of your data); how long it retains your data, or the criteria by which it determines how long it retains your data; and the existence of any automatic decision making processes applied to your data.  
  
Moreover, where the personal data has not been obtained from you, the IrWWF will provide you with additional information relating to the types of personal data it holds and how it obtained this data.

This information will be provided to you within a reasonable period, and at the latest within a month of the IrWWF obtaining the data (as per Article 12 of the GDPR). If the data is used to communicate with you, the information about the types of data obtained and how it was obtained will be provided to you, at the latest, when the first communication takes place. If it is expected that your personal data will be disclosed to another recipient, the information will be provided to you when your personal data is first disclosed. 

RIGHT OF ACCESS

Under Article 15 of the GDPR, you have a right to obtain a copy, of any information relating to you kept on computer or in a structured manual filing system or intended for such a system by the IrWWF. All you need to do is write to the IrWWF Data Compliance office (see details at end of document) and request, under the GDPR, a copy of the personal data we hold in relation to you.

**How do I request access to my details?**

To request access to your details, send a letter or email to the data compliance officer in the IrWWF and ask them for a copy of this information. No Fee applies.

A request form is at the bottom of this document.

In your request you should:

* + give any details that will help to identify you and find your data – for example a reference number, any previous address or your date of birth; and a valid form of Identification.
  + be clear about which details you are looking for - if you only want certain information. This will help the IrWWF respond more quickly and accurately to your request.

You will be asked to provide evidence of your identity. This is to make sure that your personal information is not given to the wrong person.

In the normal course of events, the IrWWF is obliged to respond to your access request within one month of receiving a valid request. In certain limited circumstances, the one month period may be extended by two months (taking into account the complexity of the request and the number of requests). Where the IrWWF is extending the period for replying to your request, we will inform you of any extension, and the reason(s) for the delay in responding, within one month of receiving the request.

There is no fee payable by you to make an access request – the IrWWF will deal with your request for free. However, where the IrWWF believes a request is manifestly unfounded or excessive (for example where an individual makes repeated unnecessary access requests), we may either charge a fee taking into account its administrative costs in dealing with the request(s), or refuse to act on the request(s).

Exceptions to the right of access

Similar to the Data Protection Acts 1988-2003 the national legislation contains exceptions to the right of access.  
  
Article 15 of the GDPR also provides that the right to obtain a copy of your personal data must not adversely affect the rights and freedoms of others. For example, when responding to an access request, an organisation should not provide the requestor with personal data relating to a third party that would reveal the third party's identity.

**What if the IrWWF fails to respond to my access request?**  
The IrWWF are committed to dealing with all access requests received within the allocated timeframe, however, If we do not comply with a valid access request that you have made, it is open to you to make a complaint to the DPC. Before doing so it is recommended that you contact the IrWWF data compliance office to establish the circumstances and to indicate your intention to complain to this Office. The IrWWF may be in a position to correct the problem there and then.

**SUBJECT ACCESS REQUESTS - CONTACT**

Cathal O’Caoimh

Company Secretary and Data Protection Officer

Irish Waterski and Wakeboard Federation

Email address: cathalocaoimh.irishwwf@gmail.com

Telephone: 00353 87 2389768

**DATA COMMISSIONER**

You have the right to raise a complaint with the Data Commissioner’s Office regarding your rights under by the data protection legislation by contacting:

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| **Telephone** | +353 57 8684800 +353 (0)761 104 800 |  |
| **Lo Call Number** | 1890 252 231 |  |
| **Fax** | +353 57 868 4757 |  |
| **E-mail** | [info@dataprotection.ie](mailto:info@dataprotection.ie) |  |
| **Postal Address** | Data Protection Commissioner  Canal House, Station Road, Portarlington,  R32 AP23 Co. Laois |  |

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| Subject Access Request Form Under the General Data Protection Regulation (GDPR) it is you right to request a copy of any personal data that we hold on you. Please note that this form is to aid the Subject Access Request process. | |
| Name | Date |
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|  | Form of I.D Supplied\* |
|  |  |
| Address |  |
|  |  |
| Primary phone number | Other phone number | Email address |

Details of request:

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| Signature  \*Must be a valid form of I.D. e.g.: Passport, Driver’s licence. |  | Date |
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Please scan this form and send it and your ID to cathalocaoimh.irishwwf@gmail.com