

## Access Request Policy and Procedures

June 2018

### **Introduction**

At Monaghan Integrated Development CLG (MID) 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, 2003 (the “Data Protection Acts”) and the General Data Protection Regulation 2018 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 the CEO, Monaghan Integrated Development CLG, Monaghan Road, Castleblayney, Co Monaghan.

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### **Purpose of this policy**

This document outlines Monaghan Integrated Development CLG’s Access Request Policy to help ensure that we comply with the access request provisions of the Data Protection Acts. **The policy was approved by the Board of MID on 21<sup>st</sup> June 2018**

### **Procedures**

#### **(i) Making an Access Request**

Under the Data Protection Acts, you may receive a copy of your personal data held by MID on request.

In order to respond to your request we require you to:

1. Complete, sign and date an Access Request Form. Please be as specific as possible about the information you wish to access;
2. Attach a photocopy of your proof of identity and address to the **Access Request Form**
3. Post the completed Access Request Form to The CEO, Monaghan Integrated Development CLG, Monaghan Road Castleblayney, Co Monaghan. .

Please note the following important requirements;

1. we reserve the right not to process an access request that is not made in our Access Request Form format;
2. we do not accept access requests via telephone, email or text message.

#### **(ii) Responding to your Access Request**

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 one month.

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. The Data Protection Commissioner’s website contains useful information on access requests and other data protection issues at [www.dataprotection.ie](http://www.dataprotection.ie).