



## **DATA SUBJECT ACCESS REQUEST PROCEDURE**

### Telephone Request

Please note the WRC cannot accept requests made by phone. The request must be in writing or by e-mail (See the Data Access Request Form) and must include a proof of identity and proof of address (if looking for the data to be posted) or an email address that has been used by you before to contact the WRC.

### Proof of Identity

Your identity can be verified by photographic ID and you should send this in by post or email to the address below. Examples of acceptable I.D. s are a passport, a driver's licence or a PPS card.

### Fees

No fees are chargeable to an individual for processing their data access request (unless the cost is demonstrably excessive – this is likely to be a very high bar and must be a 'reasonable fee').

### Response Timelines

The access request must be concluded within 1 month. Extensions to 3 months may be provided where the requests are complex or numerous but this must be fully explained within the 1-month deadline.

Where the request is extremely broad we may require clarification may be sought on the data you require.

### Reasons to Refuse

Under the General Data Protection Regulation (GDPR) there are some grounds for refusing to grant an access request such as where it is manifestly unfounded or excessive. If the request is refused you may complain to the Data Protection Commission.