

What to do if you get a Subject Access Request

A Subject Access Request is most often used by individuals who want to see a copy of the information an organisation holds about them, but they can ask for the reason their data is being processed and how it is being processed. In most cases you must respond to a subject access request promptly and in any event within 30 calendar days of receiving it.

If you get asked for a Subject Access Request please do the following.

Get in touch with the Data Protection Team at Head Office (details below)

Follow their guidance

You may need to gather any data that you or your county team hold on that person so it is imperative that County Team records are kept up to date and accurate.

Data Protection Team

Data Protection Manager – Jo McGowan, joanne@ngs.org.uk, 01483 213905

Deputy Data Protection Manager – Georgina Waters, georgina@ngs.org.uk, 01483 211795

Deputy Data Protection Manager – George Plumptre, george@ngs.org.uk, 01483 213906