

3. Subject Access Request Procedure

- 3.1 If an individual requests to see the data that he KACT holds on them, this request must be made to the Data Protection Officer, whose details will be displayed prominently on the Trust's websites.
- 3.2 The DPO is responsible for ensuring that this request is answered fully and in the legal timeframe.
- 3.3 Requests for personal data will be refused if to do so would directly or indirectly disclose information about another person or would reveal commercially sensitive information. In such circumstances, the Trust will attempt to disclose as much data as it can without such breaches.
- 3.4 All requests must be made by the individual concerned or their legally appointed representative and the Trust may make any enquiries it considers necessary to confirm the identity of the requesting individual.

Authorised David J. Feans Data Protection Officer Date 12-5-18