

## Data Subject Access Request Process

### Receipt of Request

All Subject Access Requests should be made to [subject\\_request@employersforchildcare.org](mailto:subject_request@employersforchildcare.org). The requester should also include the following ID documentation to verify their identity and entitlement to the information requested:

- Photographic ID
- Proof of Address (dated in last 3 months).

Employers For Childcare will accept scanned copies of the above identification documents. These documents will be kept on file for the length of the request after which they will be destroyed.

### Clarity

Employers For Childcare will endeavour to respond to all requests within one month. We may request further information to ensure we understand the range and extent of data you are requesting.

Upon receiving this information, the organisation will review the data and determine whether or not it is a valid request.

### Possible Outcomes

1. Review and provide information
2. Review and determine we do not have data
3. Review and identify request is invalid
4. Review and identify information could be gathered but requires charging a reasonable administration fee.

### Enforce Entitlement Decisions

Employers For Childcare may charge a reasonable administration fee or deem a subject access request as invalid where the request appears to be manifestly unfounded, excessive or repetitive.

If you are not satisfied with this decision please contact the Information Commissioner's Office for further guidance <https://ico.org.uk/>.

### Focus and Scope

#### Data which the organisation can search includes:

- Email
- Voucher System
- CRM System

- File shares
- Paper based information and archive boxes
- CCTV (please note CCTV footage is only stored for 2 weeks)
- Sign in books
- Personnel Files
- Training Files

### **Identification of Data**

All data will be collected and stored in a file.

The data will then be reviewed and anonymised where necessary. Any data that is of intellectual property will also be removed.

### **Handover**

Once all data has been collected and reviewed it will be sent to the requestor in a ZIP file via email.

A username and password will be sent to the requestor in a separate email.

### **Removal of Stored Data**

The requestor will be asked to confirm when they have received the data. If we receive no response from the requestor within ten days the data and ID documents collated for the purpose of the request will be deleted. Note that the data requested may, however, remain on our system.

A record of the subject access request will be kept on an excel spreadsheet to include the date the request was received, ID verified, date the subject access request was complete and date deleted.

### **Privacy notice**

For more information on how Employers For Childcare used your data see our [Privacy Notice](#).