



Lions Clubs International

MD105 British Isles

REQUEST FOR PERSONAL INFORMATION

- How to find out what personal information an organisation holds on you.
- What to do if your club receives a request for their data.

A Lions Club, each District and Multiple District collect and process 'personal data' as defined in UK data protection legislation.

Each 'Data Subject' (or individual person) has rights spelt out in the legislation – one of which is to 'access' their information held by an organisation. The technical term for such a request is a 'Subject Access Request' (SAR).

This article looks at this process from both sides:

- How to make a request yourself.
- What to do if your club receives such a request.

How to make a request

You, as an individual, can make a request on any organisation for a copy of the personal information held, that is about you. You do not need to quote the legislation, nor do you need to tell the organisation why you want it.

Make the request in writing, but you can use email. You can make a verbal request, but best practice would indicate that written requests are easier to track. Make sure you give enough identifying information so that the organisation can find and identify your data – for example, your full name (as they know you), your full address, any reference they have allocated you, and who you may have communicated with.

What to do if your club receives a request.

- 1. Recognise it as an official 'SAR'. So if it says, for example "Please send me a copy of all the personal information that you hold on me" – that is a request.**
- 2. Note the date that you receive the request. This is important! –You only have one calendar month in which to respond under the law.**
- 3. Has the requester given you enough information to locate their data?Do not be afraid to ask for more, but also don't be pedantic about it.**
- 4. Get everyone involved with the Requester to search their email systems and files for any mention of the Requester. It could even be in the club minutes! Best practice is to collate all the information in one place.**
- 5. Then it's time to decide what parts of the documents needs to be placed in a new document to disclose to the Requester.**

If you need any assistance with this point 5 above, then contact the MD Data Protection Officer for assistance. Please don't be put off doing this, the earlier we know, the better we can assist appropriately.