

# Woodford Neighbourhood Forum (WNF)

## GDPR – Subject Access Request Policy May 2018

**How to make a request to Woodford Neighbourhood Forum about any personal data it may hold about you.**

- By email to woodfordneighbourhood@gmail.com
- By post to Woodford Neighbourhood Forum: C/O Woodford Community Centre, Chester Road, Woodford, Stockport. SK7 1PS

### **Rights to which you are entitled**

- Access your personal data held by WNF
- The rectification and erasure of any data held by WNF
- The right to confirmation that your data is being processed
- The right to be aware of and to verify the lawfulness of such process

### **Woodford Neighbourhood Forum Response to your request**

- WNF may employ reasonable means to identify you as being the legitimate person making the request for your personal information
- WNF may provide the information either electronically or by hard copy
- Acknowledgement of any request will be made within 72 hours and dealt with within one calendar month of receipt of the request. One calendar month is the period of time required by law in which any request must be responded to in full unless the below condition is the case.
- If you make your request electronically the information WNF supplies by return will be provided in a commonly used electronic format
  
- If any requests to WNF are numerous and or complex the one-month period may be extended by a further two months. If this was the case then WNF would inform you of this within the one-month period of compliance.

- WNF is legally required to deal with your request free of charge except where the request is manifestly unfounded or repetitive in which case a charge will be made to cover administration fees.
- WNF has the right to refuse excessively repetitive or manifestly unfounded requests.