Subject Access Rights

In accordance with the General Data Protection Regulations May 2018.

1. Individuals have the right to access their personal data and supplemental information, allowing individuals to be aware of and verify the lawfulness of the processing.

2. Under the GDPR 2018, individuals will have the right to obtain:
   - confirmation that their data is being processed;
   - access to their personal data;
   - and other supplementary information which largely corresponds to the information that will be provided in our Privacy Notice.

3. Information will be provided free of charge, however, we may charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We will also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

4. Information will be provided within 30 days of all requests. An extension period of two months can be implemented if the requests are complex or numerous, but if this is necessary we will inform the individual within 30 days of the request and explain why the extension is necessary. This is line with the Information Commissioner's Office's Code of Practice.

5. If a request is refused an explanation must be given informing the individual of their right to complain within 30 days.

6. If the request is made electronically we will provide the information in a commonly used electronic format.
7. We will use reasonable means to verify the identity of the person making the request.

8. The GDPR does not include an exemption for requests that relate to large amounts of data, but we will consider whether the request is manifestly unfounded or excessive.