



## Irish Pipe Band Association

### Data Protection Access Request

#### **Purpose of this Policy**

This document outlines The IPBA's Access Request Policy to help ensure compliance with the access request provisions of the Data Protection Acts. Under the legislation, you may receive a copy of your personal data held by the IPBA on request.

#### **Procedures in making an Access Request**

In order to respond to your request we require you to:

- Write requesting the Access Request Form from Chairperson, Irish Pipe Band Association and we shall send you a copy by return post.
- Complete, sign and date the Access Request Form\*.
- Be as specific as possible about the information you wish to access.
- Attach a photocopy proof of identity and a utility bill confirming address to the Access Request Form.
- Return the completed Access Request Form to Chairperson, Irish Pipe Band Association

Please note the following important requirements:

- We reserve the right not to process an access request that is not made in our Access Request Form format. We do not accept access requests via telephone, email or text message.

#### **Responding to your Access Request**

Once we have received your fully completed Access Request Form, your proof of identity and address we shall respond to you within the statutory period of forty days.

If you are not satisfied with the outcome of your access request you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website contains useful information on access requests and other data protection issues at [www.dataprotection.ie](http://www.dataprotection.ie).

This Access Request Policy is supplemented (and may be amended) by specific policies and procedures adopted by the Board of Insert Name of Organisation.

### **Responsibility**

Overall responsibility for ensuring compliance with the access request provisions of the Data Protection Acts rests with the Chairperson, Irish Pipe Band Association.

All employees, volunteers and clients of the IPBA who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts.

The Data Protection Co-ordinator is the elected Registrar of the IPBA, and he/she coordinates the provision of support, assistance, advice, and training throughout the IPBA to ensure we are in a position to comply with the legislation.

### **Review**

Access Request Policy will be reviewed regularly in light of any legislative or other relevant developments.