

# DATA SUBJECT ACCESS REQUEST PROCEDURES

GSL needs to collect personal information to effectively and compliantly carry out our everyday business functions and services and in some circumstances, to comply with the requirements of the law and/or regulations.

As GSL processes personal information regarding individuals (*data subjects*), we are obligated under the General Data Protection Regulation (GDPR) to protect such information, and to obtain, use, process, store and destroy it, only in compliance with GDPR and its principles.

## RIGHTS OF THE INDIVIDUAL

Under GDPR, individuals have the right to request information about the collection and use of their personal data from organisations. Specifically, GDPR Article 15 states that they have the right to know:

- the purposes of the processing
- the categories of personal data concerned
- the recipient(s) or categories of recipient(s) to whom the personal data have been or will be disclosed
- If the data has been transferred to a third country or international organisation(s) (*and if applicable, the appropriate safeguards used*)
- the envisaged period for which the personal data will be stored (*or the criteria used to determine that period*)
- the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing
- where the personal data was not collected directly from the individual, any available information as to its source

## DATA SUBJECT ACCESS REQUEST (DSAR)

A Data Subject Access Request (DSAR) is a request for access to the personal information that GSL holds about an individual, which we are required to provide under GDPR (*unless an exemption applies, see below*).

A request can be made in any format, even verbally, but the response will be in writing. A DSAR template form is attached at the end of this document which you may wish to use.

## DSAR PROCEDURES

### **Identity Verification**

We will use all reasonable measures to verify the identity of the individual making the access request.

The initial request for information will be used in the first instance to verify your identity. Where this is insufficient we will ask you to provide evidence of your identity prior to actioning any request. This is to protect your information and rights. Proof of ID will only be used for identification purposes, and will not be retained.

If a third party, relative or representative is requesting the information on your behalf, we will verify their authority to act for you and may contact you to confirm their identity and gain your authorisation prior to actioning any request.

### **Information Gathering**

If you have provided enough information in your DSAR to collate the personal information held about you, we will gather all forms (*hard-copy, electronic etc*) within the timeframes specified below. If we do not have enough information to locate your records, we will contact you for further details.

### **Information Provision**

Once we have collated all the personal information held about you, we will send this to you in writing. Where the request is made by electronic means, we will provide the information in email format unless an alternative is requested.

## FEES AND TIMEFRAMES

GSL aims to provide the requested information within 30 days from the date the request is received or in the case of requiring ID verification or additional information, from the date when this further information has been provided. Where the retrieval or provision of information is particularly complex or is subject to a valid delay, the period may be extended by two further months. If this is the case, we will write to you within 30 days and keep you informed of the delay and provide the reasons.

Data Subject Access Requests are provided free of charge but if further copies are requested by the individual, it may incur a fee to cover our administration costs.

## YOUR OTHER RIGHTS

Under GDPR, you have the right to request rectification of any inaccurate data held by us. Where we are notified of inaccurate data, and agree that the data is incorrect, we will amend the details immediately as directed by you and make a note on the system (*or record*) of the change and reasons.

We will rectify the errors within 30 days and inform you in writing of the correction and where applicable, provide the details of any third-party to whom the data has been disclosed.

If for any reason, we are unable to act in response to a request for rectification and/or data completion, we will always provide a written explanation to you and inform you of your right to complain to the Supervisory Authority.

In certain circumstances, you may also have the right to request from GSL, the erasure of personal data or to restrict the processing of personal data where it concerns your personal information; as well as the right to object to such processing. You can use the contact details below to make such requests. Please note that as an historical organisation, GSL are permitted to archive some material in the public interest.

## RESTRICTIONS & EXEMPTIONS

GDPR contains certain restrictions/exemptions from the provision of personal information. For example:-

- Individuals can only request information about themselves, not other people. Therefore, if the information requested (ie email correspondence) includes other people's data such as names, email addresses, or other information which can be used to identify individuals, this may be redacted or refused under GDPR Article 23(1i) *the protection of the data subject or the rights and freedoms of others*
- Chartership Code of Conduct investigations may be similarly restricted/exempted as they fall under GDPR Article 23(1g) *the prevention, investigation, detection and prosecution of breaches of ethics for regulated professions*

If one or more of these restrictions applies to your subject access request, the information we provide may be redacted. Where it is refused in its entirety, we shall inform you at the earliest convenience, or at the latest, within 30 days of receipt of the request.

We will provide you with the reasons for restricting or refusing your request and the possibility of lodging a complaint with the Supervisory Authority. Details of how to contact the Supervisory Authority are laid out below.

## SUBMISSION & LODGING A COMPLAINT

To submit your DSAR, you can contact us at: -

Data Protection Officer  
The Geological Society of London  
Burlington House  
Piccadilly  
London W1J 0BG

Email: [dpo@geolsoc.org.uk](mailto:dpo@geolsoc.org.uk)

## SUPERVISORY AUTHORITY

If you are dissatisfied with our actions, you have the right to lodge a complaint with the Supervisory Authority.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [enquiries@ico.org.uk](mailto:enquiries@ico.org.uk)

## DATA SUBJECT ACCESS REQUEST FORM

You can use this form to request information about, and access to any personal data we hold about you. Details of where to send the form can be found at the end. To ensure your data is protected, we may ask you to provide proof of identification before we proceed with your request.

The information given in this form will only be used to process your DSAR and for no other purpose. Please note that a record of your DSAR will be retained by GSL to demonstrate GDPR compliance.

### 1. DATA SUBJECT'S PERSONAL DETAILS:

Name:

Fellowship no: (if applicable)

Date of birth:

Email:

Address:

Preferred form of contact (ie email or post):

Any other information that may help us to locate your personal data:

### 2. SPECIFIC DETAILS OF THE INFORMATION REQUESTED:

### 3. REPRESENTATIVES *(only complete if you are acting as the representative for a data subject)*

**[Please Note: We may still need to contact the Data Subject where proof of authorisation or identity are required]**

Representative's Name:

Relationship to Data Subject:

Telephone No:

Email:

Representative's Address:

I confirm that I am the authorised representative of the named data subject:

Representative's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

#### 4. CONFIRMATION

Data Subject's Name: \_\_\_\_\_ [print name]

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 5. COMPLETED FORMS

***For postal requests, please return this form to:***

Data Protection Officer

Geological Society

Burlington House, Piccadilly, London W1J 0BG

***For email requests, please return this form to:***

dpo@geolsoc.org.uk