

Woodford Players

GDPR – Subject Access Request Policy May 2018

How to make a request to Woodford Players about any personal data it may hold about you.

- By email to data protection officer :
dataprotection@woodfordplayers.co.uk
- By post to Woodford Players: C/O Woodford Community Centre, Chester Road, Woodford, Stockport. SK7 1PS

Rights to which you are entitled

- The right to access your personal data held by Woodford Players
- The rectification and erasure of any data held by Woodford Players
- The right to confirmation that your data is being processed
- The right to be aware of and to verify the lawfulness of such process
- If you make your request electronically the information Woodford Players supplies by return will be provided in a commonly used electronic format

Woodford Players Response to your request

- Woodford Players may employ reasonable means to identify you as being the legitimate person making the request for your personal information
- Woodford Players may provide the information either electronically or by hard copy
- Acknowledgement of any request will be made within 72hours 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 any requests to Woodford Players are numerous and or complex the one-month period may be extended by a further two months. If this was

the case then Woodford Players would inform you of this within the one-month period of compliance.

- Woodford Players 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.
- Woodford Players has the right to refuse excessively repetitive or manifestly unfounded requests.