

22 LVC Garda Vetting - Access Request Policy and Procedures  
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Approved By: Harry McCarthy and Amaka Mercy Okonkwo

## **Access Request Policy and Procedures:**

### **Request for a copy of Personal Data**

Data Protection Act 1988 and Data Protection (Amendment) Act 2003

### **Purpose of this policy**

This document outlines Louth Volunteer Centre's Access Request Policy to help ensure compliance with the access request provisions of the Data Protection Acts

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

Under the Data Protection Acts, you may receive a copy of your personal data held by Louth Volunteer Centre on request.

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

- Write requesting the Access Request Form from The Manager, Louth Volunteer Centre, Old Motor Taxation Office, Bolton Street, Drogheda, County Louth 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 The Manager, Louth Volunteer Centre, Old Motor Taxation Office, Bolton Street, Drogheda, County Louth

### **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 (40) 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 Louth Volunteer Centre..

### **Responsibility**

Overall responsibility for ensuring compliance with the access request provisions of the Data Protection Acts rests with the Safeguard Unit of Louth Volunteer Centre. However our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All employees, volunteers and clients of Volunteer Ireland 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 Safeguard Unit's Manager, and coordinates the provision of support, assistance, advice, and training throughout Louth Volunteer Centre to ensure the wider organisation is in a position to comply with the legislation.

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**Review**

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