



## RIGHT OF ACCESS TO DATA HELD

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs, also referred to as Branches of YORLMC. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

From 25th May 2018 onwards, the EU's General Data Protection Regulation 2016/79 (the "GDPR") and the UK's Data Protection Act 1998 ("DPA 2018") will govern how Local Medical Committees ("LMCs") use personal data.

- Individuals have the right to access their personal data, this is commonly referred to as subject access
- Individuals can make a subject access request verbally or in writing, including by electronic means
- YORLMC will respond in one calendar month
- YORLMC will not charge a fee to deal with a request in most circumstances

In addition to a copy of your personal data, YORLMC will also provide you/individuals with the following information:

- the purposes of its processing;
- the categories of personal data concerned;
- the recipients or categories of recipient YORLMC disclose the personal data to;
- YORLMC's retention period for storing the personal data or, where this is not possible, YORLMC's criteria for determining how long personal data is stored;
- your right to request rectification, erasure or restriction or to object to such processing;
- the right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from the individual;
- the existence of automated decision-making (including profiling); and
- the safeguards YORLMC provides if you transfer personal data to a third party or external organisation

YORLMC can ask for more information if it is uncertain about the identity of the person making the request. Where it does so, YORLMC will only request information that is necessary to confirm who the requester is. The key to this is proportionality.

YORLMC can refuse to comply with a request if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. If YORLMC considers that a request is manifestly unfounded or excessive it can:

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- request a "reasonable fee" to deal with the request; or
- refuse to deal with the request.

<b>Date</b>	<b>Author</b>	<b>Document History</b>
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