



Data Request Policy

1. How to Make a Data Request

Data requests should be made in writing using the tailored request form. This may be posted or delivered by email.

2. Receipt of Data Request

All requests should be recorded, logged, and dealt with within one calendar month.

The identity of the requester may need to be established and consent ensured if this is on behalf of a third party.

A reply should be sent to the requester to acknowledge receipt of the request. There is no charge unless the request is unduly complicated or multiple copies of the data are required.

3. Collation and Review of the Data

Data should be reviewed to ensure that it does not contain the personal data of other individuals (third parties). All personal information of other individuals will be redacted (removed or blocked out), as it is not relevant. Requesters should be informed if information has been redacted.

4. Release of Information

Data should not be released if its release would prejudice any criminal or disciplinary investigation.

When the information is ready, the requester should be informed, and the information passed either in person or by signed-for mail or by electronic copy in the form of encrypted pdf.

5. Data Retention

Information collated after a data request should be retained for 12 months from the last time it was requested.

The data as a whole should be retained according to the data retention schedule.