

# CIVIL SERVICE SAILING ASSOCIATION

## Right of Access under the General Data Protection Regulation

As a member of the Civil Service Sailing Association (CSSA) you have a right to access your personal data. You can make a subject access request verbally or in writing.

The CSSA have one month to respond to such a request and in most circumstances cannot charge a fee to deal with a request.

### What is the right of access?

The right of access, commonly referred to as subject access, gives you the right to obtain a copy of your personal data as well as other supplementary information. It is there to help you understand how and why the CSSA is using your data, and checks that it is being undertaken lawfully.

### What personal data are you entitled to access?

You have the right to obtain the following from the CSSA if held:

- confirmation that CSSA is processing your personal data;
- a copy of your personal data; and
- other supplementary information – this largely corresponds to the information noted in the CSSA privacy policy (see ‘Supplementary information’ below).
- Your personal data

You are only entitled to your own personal data, and not to information relating to other people (unless the information is also about you or you are acting on behalf of someone).

### Other information

In addition to a copy of your personal data, CSSA also have to provide you with the following information:

the purposes of the processing;

the categories of personal data concerned;

the recipients or categories of recipient CSSA disclose the personal data to;

the retention period for storing the personal data or, where this is not possible, CSSA’s criteria for determining how long it will be stored;

the existence of 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;

the safeguards CSSA provide if they transfer personal data to a third country or international organisation.

### How to access your personal data

Send an email with your CSSA membership number with a request that to have sight of the personal information that CSSA hold about you to: the CSSA Membership Secretary at [kenwpavitt@aol.com](mailto:kenwpavitt@aol.com) or write to CSSA Membership Secretary, Ken Pavitt at 55 Maes Gerddi Porthmadog Gwynedd LL49 9LE