

Starfish Malawi

Subject Access Request Procedure

1. Scope

This procedure covers all personal data that is processed by Starfish Malawi with the exception of personal data that is routinely requested by data subjects.

It is the right of all data subjects to ask Starfish Malawi the following:

1. What personal data Starfish Malawi is being processed about that person, if any;
2. To be provided with a description of the personal data processed Starfish Malawi about that person;
3. The purpose or purposes for which the personal data is being processed;
4. Confirmation of who will have access to the personal data; and
5. To be provided with a copy of the personal data, as well as a confirmation of where Starfish Malawi acquired that personal data.

2. Procedure

All SARs are made using form Subject Access Request Form (see appendix).

The data subject is required to provide evidence of his or her identity by way of a current passport or driving license and his or her signature must be cross-referenced with the signature provided on the Subject Access Request form.

The following information must be provided by the data subject on the Subject Access Request Form: the personal data that is being requested, whether specific data or all data held by Starfish Malawi and where it is being held.

Starfish Malawi is required to record the date on which the Subject Access Request Form, with the accompanying identification evidence, is submitted.

Starfish Malawi has one month from this date to provide to the data subject the personal data requested. Should Starfish Malawi fail to provide the requested information within the one month window, this shall be in direct breach of the GDPR. No extension shall be allowed under any circumstances.

At no time may personal data ever be altered or destroyed in order to avoid disclosure.

Responsibilities

The Starfish Malawi trustees and management committee is responsible for the following:

1. Keeping a record of all SARs made, including the date on which the SAR was received;
2. Reviewing all the documents provided to a data subject pursuant to a SAR to check for the mention of any third parties and if a third party is mentioned, to prevent the disclosure of the identity of the third party to the data subject, or to seek written consent from the third party as to the disclosure of their identity.

Personal data exemption categories

The following data exemption categories apply, meaning that Starfish Malawi does not have to provide personal data covered below:

- The prevention and detection of crime;
- Negotiations with the data subject request maker;
- Management forecasts;
- Confidential references provided *by* Starfish Malawi however not references provided *to* Starfish Malawi
- Data covered by legal professional privilege;
- Data used for research, statistical or historical reasons.

4. Document owner

The data controller is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

This policy document was approved by Starfish Malawi's Board of trustees and is issued by the Chief Executive Officer ("CEO") on a version controlled basis.

Subject Access Request Form

1. DATA SUBJECT DETAILS

Title Mr Mrs Miss Ms Other

Surname

First Name(s)

Current Address

Telephone number

Email address

Date of Birth

Means of identification provided to confirm name of data subject:

Details of data requested:

2. DETAILS OF PERSON REQUESTING THE INFORMATION

Are you acting on behalf of the data subject with their [written] or other legal authority? Yes
No

If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)

Please enclose proof that you are legally authorised to obtain this information

Please complete the below ONLY if you are not the subject of the data access request.

Title Mr Mrs Miss Ms Other

Surname

First Name(s)

Current Address

Telephone number

Email address

DECLARATION

I,, the signatory and person identified above as the data subject, hereby request that Starfish Malawi provide me with the personal data about me identified above.

Signature:

Date:

Please note: This form must be immediately forwarded to Starfish Malawi at admin@starfishmalawi.com.