



Procedure: Personal Data Request

Department: IT

Date: Approved October 2016

Review Date: September 2018

1.0 Purpose

If 110% Ltd processes your personal data, you have a right to know what is held, for what purposes it is processed, and to receive a copy of this data by making a data subject access request.

2.0 How to access your personal data

If you are a current member of staff or client you may wish to consider whether 110% Ltd.'s Informal Access Policy would better meet your needs.

You also have the right to object to any processing in certain circumstances if you feel this causes you significant damage or distress. The Information Commissioner also offers [guidance on the Data Protection Act](#).

Requests should be sent to dp@110percent.io , or if sending the request by post:

Information Governance and Records Manager,
110% Ltd,
Plexal Innovation Hub,
Here East,
14 East Bay Lane,
Queen Elizabeth Olympic Park,
Stratford,
London E15 2GW.

The request must include:

- A completed [DSAR form](#)
- A payment of £10 (payment options are detailed in the form)

These procedures are for obtaining personal data held by 110% Ltd.

2.0 Monitoring and auditing

This procedure and its implementation will be subject to internal monitoring and auditing, and the outcomes from these processes will inform and improve practices as part of a commitment to continual improvement. 110% Ltd will also undertake appropriate benchmarking and external auditing exercises as may be applicable periodically.

3.0 Associated documents

Please refer to:

- [Data Protection Act 1998](#)
- [Freedom of Information Policy](#)
- [Data Protection Policy](#)

4.0 Review of procedure

This policy will be reviewed at least every two years or when there are significant changes to it.

5.0 Contact list for queries related to this procedure

Freedom of Information Officer

Data Protection Officer

Chief Information Officer

6.0 Authority for this procedure

Senior Management Team