

# Greater Manchester Drama Federation (GMDF)

## GDPR – Subject Access Request Policy May 2018

### How to make a request to GMDF about any data we hold

- By email to the Secretary [jude@gmdf.org](mailto:jude@gmdf.org)
- By post to the Secretary;: 379 Chester Road, Woodford, Stockport. SK7 1QQ

### Your Rights

- The right to access your personal data held by GMDF
- The rectification and erasure of any data held by GMDF
- The right to confirmation that your data is being processed
- The right to be aware of and to verify the lawfulness of the processing
- If you make your request electronically the information GMDF supplies by return will be provided in a commonly used electronic format

### Response to your request

- GMDF may employ reasonable means to identify you as being the legitimate person making the request for your personal information
- GMDF may provide the information either electronically or by hard copy
- Acknowledgement of any request will be made within 72 hours and dealt with within one calendar month of receipt of the request
- Your request will be dealt with free of charge except where the request is manifestly unfounded or repetitive in which case a charge will be made to cover administrative fees
- In the rare circumstances that any requests to GMDF are numerous and or complex the one-month period may be extended by a further two months. If this happened GMDF would inform you of this within the one-month period of compliance.
- GMDF has the right to refuse excessively repetitive or manifestly unfounded requests