

# **Chartered Accountants Ireland**

## **Access Request Policy**

### **Introduction**

At Chartered Accountants Ireland (the Institute) your privacy and data protection rights are very important to us.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2003 (the Data Protection Acts) lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

Inquiries about this Access Request Policy should be made to Data Protection Officer, Chartered Accountants Ireland, Chartered Accountants House, 47-49 Pearse Street, Dublin 2.

### **Access Request Policy and Procedures**

#### **Purpose of this policy**

This document outlines the Institute's Access Request Policy to help ensure that we comply with the access request provisions of the Data Protection Acts. The policy was approved by the Chief Executive of the Institute on 10<sup>th</sup> May 2011.

#### **Procedures**

##### **(i) Making an Access Request**

Under the Data Protection Acts you may receive a copy of your personal data held by the Institute on request.

In order to respond to your request we require you to:

Complete, sign and date the **Access Request Form**\*. Please be as specific as possible about the information you wish to access;

Attach a photocopy of your proof of identity and address to the Access Request Form; and

Post the Access Request Form to us at Data Protection Officer, Chartered Accountants Ireland, Chartered Accountants House, 47-49 Pearse Street, Dublin 2.

*\* If you cannot download the Access Request Form from the internet please write to us requesting a form at Data Protection Officer, Chartered Accountants Ireland, Chartered Accountants House, 47-49 Pearse Street, Dublin 2 and we shall send you a copy by post.*

Please note the following important requirements:

We reserve the right not to process an access request that is not made in our Access Request Form format; and

We do not accept access requests via telephone, email or text message.

##### **(ii) Responding to your Access Request**

Once we have received your fully completed Access Request Form, your proof of identity and address we shall respond to you within the statutory period of forty (40) days.

If you are not satisfied with the outcome of your access request you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website contains useful information on access requests and other data protection issues at [www.dataprotection.ie](http://www.dataprotection.ie).

**Responsibility**

Overall responsibility for ensuring compliance with the access request provisions of the Data Protection Acts rests with the Institute. However our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All employees and contractors of the Institute who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts.

**Review**

This Access Request Policy will be reviewed regularly in light of any legislative or other relevant developments.

**Pat Costello, Chief Executive**

**Dated: 10<sup>th</sup> May 2011**