

subject access request

individuals wishing to access their personal information should submit a request in accordance with the following:

- Make your request, in writing, to the Data Protection Officer (see below for contact details).
- The request should include details and provide documented evidence of who you are (e.g. driving license, passport, birth certificate).
- You should provide as much detail as possible regarding the information you wish to access (e.g. details of information required, by whom is the information held etc).
- You are not required to state why you wish to access the information: the details we require will aid the location and retrieval of information.
- The *bpf* has a general policy of openness in terms of allowing individuals access to their personal information and does not charge the £10 administration fee (permitted under the Data Protection Act 1998).
- Once the Data Protection Officer receives a Subject Access Request, all efforts will be made to fully comply within 40 days. In any event, you will receive all the information that has been located and can be released within 40 days and an explanation for any information that cannot be provided at that time.
- In accordance with the Data Protection Act 1998, the *bpf* does not usually release information held about individuals without their consent. If the information held about you also contains information related to a third party, the *bpf* will make every effort to anonymise the information. If this is not possible, and the *bpf* has been unable to secure the relevant consent, it may decide not to release the information.

All queries should be directed to the *bpf*'s Data Protection Officer in the first instance.

Email: enquiries@bpf-psychotherapy.org.uk

Postal Address: *bpf*, 37 Mapesbury Road, London NW2 4HJ