

JIB Data Protection and Subject Access Request Statement

This guide has been written in line with the Subject Access Code of Practice – Dealing with requests from individuals for personal information which is published by the Information Commissioner’s Office (ICO), updated for the implementation of the EU General Data Protection Regulations 2018 (GDPR). Where subject access requests are not specifically contained within the JIB’s Data Protection Statement, the JIB will be guided by the Code of Practice.

The Code of Practice can be downloaded here:

http://www.ico.org.uk/for_organisations/data_protection/~media/documents/library/Data_Protection/Detailed_specialist_guides/subject-access-code-of-practice.PDF

The JIB’s Data Protection Register is viewable on the ICO’s website at www.ico.org.uk (registration number Z545077X).

1. Purpose

Under the DPA 2018 you have rights to access personal data (the right of access). This right is the right to obtain confirmation that your data is being processed and access to that personal data and other supplementary information. The JIB holds personal data of individuals and is classed as the data controller. This policy is written to help individuals and to ensure the JIB follows good practice when dealing with subject access requests.

2. What is a subject access request?

A subject access request is simply a written request made by or on behalf of an individual for information which he or she is entitled to under the DPA 2018.

A subject access request must be made in writing. This can be a letter, an email or even via social media (eg Twitter) or third party websites.

Information which is held by the JIB can be accessed by the individual through their MyECS Portal account. This is available on the ECS website at www.ecscard.org.uk/MyECS via a secure login and we would recommend you access the MyECS Portal to check or amend your information as necessary.

3. Is there a fee involved?

No. An organisation cannot charge for complying with a request unless the request is manifestly unfounded or excessive. The JIB may charge a reasonable administration cost fee if further copies are requested.

4. Does the JIB have to respond?

Yes. The JIB has a legal duty to reply within a month of receipt of the written request for information. Further information may be requested by the JIB to confirm

the requester's identity. In most instances the response will be well within this time limit.

5. How do you know who is making the request?

The JIB is entitled to be reasonably satisfied as to the identity of the person making the request.

We would request that a subject access request is made by letter or by way of an initial request by email. Where a request is made by email we may contact you for further information.

6. What information should be provided?

To quicken the process, you should provide your:

- Name
- Address
- National Insurance Number or, where the requester is an ECS cardholder, the ECS roll number (the letter and numbers underneath the individual's name)

Please do not be offended if we seem to be asking for a lot of information. If your personal information were to be disclosed without satisfactory checks then this could not only cause harm and distress to yourself but could also result in action being taken against the JIB by the Information Commissioner.

7. Electronic Access and the MyECS Portal

The information which is held by the JIB for ECS applications can be accessed by the individual through their MyECS Portal account. This is available on the ECS website at www.ecscard.org.uk/MyECS via a secure login.

MyECS is a facility for cardholders that allows them to view the details we have on our system relating to your ECS card information and qualifications. On this system you can also check the progress of a new or renewed card application, view and amend the personal contact details we hold on file for you, look at which cards you currently hold, see what qualifications are registered against your card and check your health, safety and environment assessment expiration date.

As a data subject access portal, this allows you to access your information quickly and easily online, minimising the need for written subject access requests as this information is freely available at any time. In making a subject access request you may be directed to access the MyECS Portal.

8. **Third party requests**

(a) **Requests from affiliated organisations**

Due to the relationships between members of the JIB family eg the ECA, Unite the Union, JTL and Bluesky Pension Scheme there will be occasional requests for information from these organisations. Where the JIB is required to provide this information under its Data Protection policy, it will, as a matter of courtesy and good practice, contact the relevant organisation prior to the information being issued.

(b) **Requests from other organisations**

If the individual is making a request via a third party (eg a solicitor) then we require confirmation that the third party is acting on their behalf. This should be done by way of a signed written statement and should accompany the subject access request.

9. **Ensuring compliance**

The JIB will make every reasonable effort to ensure that subject access requests are dealt with in an appropriate manner.

If there are any problems encountered then these should be addressed to the JIB Data Protection Officer. Contact details are:

Data Protection Officer
JIB
PO Box 127
Swanley
BR8 9BH

or by email dataprotectionofficer@jib.org.uk