



MANCHESTER
CYCLING ACADEMY

ABC Sports Learning Ltd/Manchester Cycling Academy

SUBJECT ACCESS REQUEST POLICY

ABC Sports Learning Ltd/Manchester Cycling Academy is committed to protecting the privacy and rights of individuals in accordance with relevant data protection laws, including the General Data Protection Regulation (GDPR) [or relevant data protection legislation in your jurisdiction]. This Subject Access Request (SAR) Policy outlines the procedures and guidelines for handling and responding to subject access requests from individuals seeking access to their personal data held by the organisation.

1. Policy Statement

We recognise the importance of transparency and providing individuals with the right to access their personal data. This policy aims to ensure that subject access requests are handled promptly, accurately, and in compliance with applicable data protection laws.

2. Definitions

Personal Data: Information that relates to an identified or identifiable individual.

Subject Access Request (SAR): A request made by an individual to access their personal data held by the organisation.

3. Procedures for Handling SARs

3.1. Receiving a SAR

Any SAR received by ABC Sports Learning Ltd/Manchester Cycling Academy should be directed to the Data Protection Officer (DPO) or the designated individual responsible for data protection matters. The request can be made at: <https://manchestercycling.academy/contact-us/> or by using the mailing address below.

3.2. Verification of Identity

Before responding to a SAR, the organisation must verify the identity of the requester to ensure the requestor is the individual to whom the data pertains.

Requesters may be asked to provide identification documents or other information to confirm their identity.

3.3. Acknowledgment and Response Time

Upon receiving a valid SAR, an acknowledgment will be sent to the requester within two days, confirming receipt of the request and outlining the expected response timeline.

The organisation aims to respond to SARs within twenty eight days from receipt, as required by applicable data protection laws. This period may be extended in complex cases, but the requester will be informed of the extension and the reasons for it.

3.4. Data Compilation and Review

Relevant departments and individuals will be contacted to gather the requested personal data. The data will be reviewed for accuracy, relevancy, and potential redaction of third-party information or sensitive data.

3.5. Providing the Response

The response to the SAR will include the requested personal data, an explanation of how the data is processed, and any third parties with whom the data may have been shared.

Explanations of codes or technical terms may be provided to ensure the requester understands the information provided.

The response will also inform the requester of their rights, such as the right to rectify or erase their data.

4. Review and Compliance

This policy will be reviewed regularly to ensure its relevance and effectiveness in handling SARs in accordance with data protection laws.

Compliance with this policy is mandatory for all employees and individuals involved in handling SARs.

5. Reporting

A summary of the actions taken to implement and enforce this policy will be included in our annual reports and made available to stakeholders.

By adhering to this policy, ABC Sports Learning Ltd/Manchester Cycling Academy demonstrates its commitment to respecting the rights of individuals to access their personal data and to uphold data protection principles.

Signature:

A handwritten signature in black ink that reads "Stefan Hopewell". The signature is written in a cursive style and is positioned above a horizontal line.

Stefan Hopewell
Director

Review

This policy will be reviewed on August 1st 2024

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