

DATA PROTECTION Subject Access Request (SAR) Supporting Information

**Manx Industrial
Relations Service**



Application for access to Personal Information held by MIRS.

Your rights

You have a right to be told whether MIRS hold any personal information about you (your 'personal data') and a right to have a copy of that information, unless certain exemptions apply. This must be provided to you within a defined time period. However, this period will not commence until we have received all appropriate information necessary to process your application and satisfactory proof of your identity.

Requests are made under the Data Protection Act 2018 and the Data Protection (Application of General Data Protection Regulations (GDPR) 2018 as applied to the Isle of Man.

There will be no application fee for these requests. However please be aware that an amount may be charged based on reasonable administrative costs where there are repetitive requests, or where a request can be deemed excessive or manifestly unfounded.

A response is to be provided normally within 1 month. In some circumstance or complexity this may be extended, and where possible a response will be provided in an electronic form unless otherwise requested.

Help and assistance

The Application form is not compulsory, it is designed to provide some help in how you may wish to frame your request. If you require any advice or guidance in completing this form, or if you wish to discuss any aspect of your request, please contact:

Data Protection Officer

**Ground Floor
Imperial Buildings
Bath Place
Douglas
Isle of Man IM1 2BY**

iro@mirs.org.im

More information on the DPA and applied GDPR 2018, your rights and the process around a Subject Access Request (SAR) can be found on the Information Commissioners website <https://www.inforights.im/>

Chief Executive Officers rights

The provisions of the Islands Data Protection legislation means that in certain circumstances you may find that not all of the information held about you has been provided. For example, you will not be provided with personal data if releasing it to you would be likely to prejudice (harm) any detection or criminal investigations, or if involved with negotiations, or where that information also identifies other individuals.

What you need to do next

The form is to assist the access process. It is advised that you provide as much information as possible regarding the type of information you wish to be supplied to assist MIRS to:

- a. identify you; and
- b. narrow the scope and manage the size of a request and ensure you are clear in what information you are after, in particular by date or time period.

COMPLETE SECTIONS 1 & 2 OF THE FORM, SIGN DECLARATION AT 3, & USE 4 AS A CHECKLIST. Fields marked * are mandatory to help us identify you (the Data Subject) as an individual.

1. You are not entitled to information identifying another individual, unless that person agrees and gives their written consent. If you are applying on behalf of someone else you must enclose a signed letter of consent from that person, authorising you to act on their behalf.
2. Proof of Identity - MIRS needs to be reasonably satisfied that you are who you say you are and have sufficient detail and proof of your identity. An application should be accompanied by at least one form of identification. Ideally this will show a combination of your name, date of birth, signature and/or address (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement or rental agreement). This can be scanned and sent via email (in an acceptable format – word, PDF, jpeg etc). Please do not send original documents as these will not be returned, if you wish to discuss this please contact the DPO. We reserve the right to request additional or original documentation in some cases. Where we request original documents, they will be returned by registered post.
3. The completed form, with proof of identity and/or any support documents can be emailed direct to the Data Protection Officer at: iro@mirs.org.im. Alternatively, you can post your application.

Failure to supply any of the above items may delay the processing of your application.

What happens next

MIRS will process your request and confirm your application by email. If you do not have or supply an email address, you must supply an appropriate contact method so we can clarify any queries and also arrange an alternative method of secure transit for your disclosure.

Your privacy

The information you provide in your application will be used for processing your subject access request and any associated purpose, for example: communications with the Information Commissioner Office.

We will contact you in the event that we require additional documentation, information or clarification. We will store basic Subject Access request for a maximum of 12 months from completion, unless there are any subsequent Commissioner appeals, tribunal or any resulting legal actions. We do also maintain a basic log of all requests, and an outline of the each response, to assist with any future applications. Please see our website www.mirs.org.im for our full Privacy Notice.