



## **Making a subject access request**

You have the right to request a copy of the information we hold about you. This is called a subject access request.

Individuals have the right to obtain:

- confirmation that you are processing their personal data;
- a copy of their personal data; and
- other supplementary information

The GCC:

- have one month to respond to a request in the first instance.
- cannot ordinarily charge a fee to deal with a request.

Your right in making a subject access request is to information about you and not to documents or information about other people.

It will help us to deal with your request quickly and efficiently if you can be as specific as possible about what information you are interested in obtaining. Any key words, time periods or other information which will help us to deal with your request is very helpful.

## **Is there information you can't give me?**

There are a number of legal exemptions which may mean we can't give out some information. If we can't give you your personal data, we will tell you why it has been withheld. In some cases legislation exempts us from having to confirm or deny if we have your personal data.

## **Who can make a request for information?**

Anyone can make a request for their own personal information. If you want someone else to apply for your personal information for you (such as a solicitor or other representative), we'll need your written authorisation as proof that they are acting on your behalf.

## **Do I need to give a reason to see the information I am requesting?**

You don't have to give a reason why you want to see the information. However, we might ask you some questions to help us understand exactly what it is you want us to provide.

## **Making a request**

Individuals can make a subject access request verbally or in writing.

## **Proof of identity**

Because of the sensitive information held by the GCC, we may need you to verify your identity before we can comply with your request.

## **Contact**

Data Protection Officer  
General Chiropractic Council  
Park House  
186 Kennington Park Road  
London  
SE11 4BU

Email: [dpo@gcc-uk.org](mailto:dpo@gcc-uk.org)

Tel: 020 7713 5155

## **Further information**

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>