

# Winning Leishman Data Access Requests Policy

Under the General Data Protection Regulation, you have rights in relation to your personal data which are:

1. The right to be informed about the collection and use of your personal data
2. The right of access to your personal data
3. The right to rectification of any inaccurate personal data
4. The right to have their personal data erased, also known as the “right to be forgotten”
5. The right to restrict processing of your personal data
6. The right to data portability, to reuse your data personally or across different services
7. The right to object to the processing of your personal data
8. Rights in relation to automated decision making and profiling.

Note that not all these rights apply in all circumstances. For more information on your rights, please visit the website of the Information Commissioner’s Office: <https://ico.org.uk/your-data-matters/>

The right to access your personal data is also known as subject access. You can make a request to access personal data which is being stored or otherwise processed by Winning Leishman, either verbally or in writing. Please see our contact details below. You can request:

- confirmation of whether we are processing your personal data
- a copy of your data

You can also request supplementary information which includes:

- the purposes of processing your personal data;
- the categories of personal data concerned;
- the recipients or categories of recipient which we disclose your personal data to;
- our retention period for storing your personal data or, where this is not applicable, our criteria for determining how long we will store it;
- information about the source of the data, where it was not obtained directly from you.

In many cases, this information is available within our Privacy Policy, which you may wish to consult before or after making a request.

You have the right to request rectification, erasure or restriction of the processing or to object to such processing. You also have the right to lodge a complaint with the ICO or another supervisory authority if you are unhappy with our use of your personal data. For more information please visit: <https://ico.org.uk/make-a-complaint/>

If you make a request to us, we will respond to you within one month (counted from the day after we receive your request until the corresponding calendar date in the next month, or the following working day after this). In some circumstances we will be able to extend the time it takes for us to fully respond, for example if your request is complex or if you have submitted multiple requests.

Requests, including those received verbally, will be documented for the purposes of adequately responding to them and to maintain a record that we have done so. We may need to contact you again to confirm our understanding of your request, or if we require further information in order to fulfil your request.

Before fulfilling your request, we will ensure that the information you have requested falls within the definition of personal data and pertains only to you and not to other individuals.

If we have any doubts regarding your identity, then we may require proof of identification from you. If your request is made via a third party, such as a solicitor, we may require evidence from the third party that they have the authority to make a request on your behalf. This will not affect the length of time it takes for us to respond to your request.

If your request would mean disclosing information of another identifiable individual which we could not reasonably disclose without their consent, then we may not be able to comply unless we are able to obtain this consent.

If you make a request electronically, we will usually respond to you via email, unless you request otherwise.

Requests are free. However, we may charge a fee to cover administrative costs of responding to any requests which are judged to be excessive. In some cases, we may not respond to such requests in which case we will provide justification. We may also charge a fee to provide additional copies of data that you have requested.

### **Contact Information**

Please contact us by post, email or telephone if you would like to make, or have any questions regarding, a data access request.

<b>Our contact details</b>
Winning Leishman Ltd 190 Queensferry Road Edinburgh EH4 2BW info@winningleishman.co.uk 0131 478 4667

### **Do you need extra help?**

If you would like this notice in another format (for example large print) please contact us using the details above.