

## **Milton Keynes Mission Partnership**

### **Procedure for dealing with Data Request**

#### **1) Receipt of Data Request**

Data requests should be made in writing using the tailored request form. This may be posted or delivered by email. The identity of the requester may need to be established and consent ensured if this is on behalf of a 3<sup>rd</sup> party. All requests should be recorded and logged.

A reply should be sent to the requester to acknowledge receipt of the request. There is no charge unless the request is unduly complicated or multiple copies of the data are required. The request should be dealt with within one calendar month.

#### **1) Collation and review of the data**

Data should be reviewed to ensure that it does not contain the personal data of other individuals (third parties). All personal information of other individuals will be redacted (removed or blocked out), as it is not relevant. Requesters should be informed if information has been redacted. Data should not be released if its release would prejudice any criminal or disciplinary investigation.

#### **2) Release of information**

When the information is ready, the requester should be informed and the information passed either in person or by signed for mail or by electronic copy in the form of encrypted pdf

#### **3) Data retention**

Information collated after a data request should be retained for 12 months from the last time it was requested and the data as a whole should be retained according to the data retention schedule.

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