

Subject Access Request

Purpose	The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why you are using their data, and check you are doing it lawfully.
Type of information Used	Identifiable: Personal (such as name, address, date of birth) and Special Category Data. The CCG requires this information in order to investigate and help to resolve complaints
Legal basis	Article 15 of GDPR
How we collect (the source) and use the information	Leeds Clinical Commissioning Group is a commissioning organisation and does not hold individual medical records except with consent as part of processes such as Safeguarding, Continuing Care, Individual Funding Requests and Complaints or where there is a specific legal basis for doing so (e.g. s251). The organisation will also hold personal data relating to employees and contractors.
How long we will keep the information	Retention is aligned to the Leeds CCG Retention and Disposal Schedule and managed through the Asset Register; further details will be made available on request.
Who we will share the information with (recipients)	The data will be shared with the individual who requests it.