

Freedom of Information and Subject Access Requests

Under Data Protection law there are two routes by which you can access information from NMiTE, namely via a request under the Freedom of Information Act (for official information held by us); and/or the submission of a “Subject Access Request” (in relation to your own personal data held by us).

1) The Freedom of Information Act 2000

This provides public access to official information held by public authorities – in our case by NMiTE.

Under the Act:

- public authorities are obliged to publish certain information about their activities;
and
- members of the public are entitled to request information from public authorities.

Under the Freedom of Information (Fol) Act you have a legal right to request any recorded information held by NMiTE on computers, in emails, and in printed or handwritten documents - as well as images, video and audio recordings.

Please refer to the following information and guidance if you are considering making an Fol request:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

2) “Subject Access Requests”

Provide the route by which you can exercise your right to find out if an organisation (in our case, NMiTE) is using or storing your personal data. This is called the right of access. You exercise this right by asking for a copy of the information/data we hold about you, commonly known as making a ‘Subject Access Request’.

You can make a subject access request to find out what data is held and how it is used, (and you may make a subject access request before exercising your other information rights).

You can make a subject access request verbally or in writing. If you make your request verbally, we recommend you follow it up in writing to provide a clear audit trail of your request(s).

Please refer to the following information and guidance if you are considering making a Subject Access Request:

<https://ico.org.uk/your-data-matters/your-right-of-access/>

If you have any questions regarding any of the above information please do not hesitate to contact us, we will happy to assist you: Registrar@nmite.org.uk