

31st May 2011

Our ref: R275

RE: Freedom of Information request – Data Subject Access Request

Introduction

Thank you for your original request dated 7th March 2011 and made under the terms of the Freedom of Information Act 2000. Your original request is as follows:

I would like to have a copy of all the information you have on me. I had some contact with the branch at Crowthorne, Berks a few years ago who rejected a grant application.

From the clarification received in a telephone conversation with my colleague [REDACTED] on 23rd March 2011, I understand that you require copies of any documents bearing your name which were submitted as part of a loan application made by [REDACTED] [REDACTED], of which you were a registered Director. From our discussions with you we understand that you would also like to understand what other public sector organisations your data may be shared with and how long data relating to your application will be held by SEEDA.

Response

As advised in our email dated 7th March 2011, you are requesting information relating to yourself and therefore it is not appropriate for SEEDA to process this request under the terms of the Freedom of Information Act 2000. Attached to the email sent to you was our Information Charter (copy enclosed), which describes how individuals can access details of the personal data SEEDA holds in respect of them. This explains that you can find out if we hold any Personal Data about you by making a written 'Subject Access Request' under the Data Protection Act. If we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to;
- Let you have a copy of the information in an intelligible form.

From reviewing your request and discussing the matter with Finance South East, who administer the loan fund on SEEDA's behalf, we note that the application submitted on behalf of [REDACTED] [REDACTED] [REDACTED] contains some personal data relating to you as an individual which would fall within the scope of a 'Subject Access Request'.

As previously advised on the 7th March and also on the 23rd March 2011, if you wish to make a request to SEEDA for this Personal Data we would ask that you submit a formal written 'Subject Access Request' which would allow us to respond in a manner much more helpful to you – please see below why this will be the case. You can send this to us either by letter, to the address given below, or by email to dataprotection@seeda.co.uk. However please note that we would only be able to

release personal data relating to you as an individual in response to a 'Subject Access Request'.

I appreciate that this may seem confusing; however under the terms of the Freedom of Information Act we are not able to take into account the identity of the requestor and would only be able to release a document that was fit for public disclosure and publication on our website. This would entail us redacting (removing) all personal data and commercially sensitive data from the application, and any related documents, prior to disclosure to you - as this material is exempt from disclosure under the Act. We would therefore have to remove your personal data from the copies of documents provided to you, as we are not allowed to take account of the fact that you are one and the same person.

Please note that if we do not receive written confirmation that you wish to make a formal 'Subject Access Request' within 20 working days of the date of this letter (i.e. 22nd June 2011) we will take this to mean that you no longer wish to proceed with this matter. As previously advised, you will also need to visit our offices so that we can verify your identity prior to us being able to release any personal data to you.