

# 02

## Your Individual Rights



### The right to access your personal information

#### YOU EXERCISE THIS RIGHT BY:

##### 1 Writing to the organisation



You're entitled to access your personal information

- Be specific about the data you want
- You don't have to give a reason



##### 2 Reply received within 4 weeks



They should send your information – or tell you why they can't provide it



##### 3 The Organisation



###### NON-RESPONSE

The organisation should tell you:  
a) Why they're NOT providing your information

**Contact JOIC if you're not satisfied**

OR



###### RESPONSE

b) Send you your information within 4 weeks of request receipt, at no charge. (May charge for additional copies.)

#### The organisation may require:

- Evidence of your identity
- Written authority if acting on someone's behalf

#### They must tell you:

1. Why they're processing your information
2. The types of information they hold on you
3. Who they may share it with
4. How long they keep it for
5. Your rights to rectify, erase or restrict processing
6. That you can complain to JOIC
7. Where they obtained your information
8. If they've made automated decisions

#### They must give you:

A copy of your information in a clear format. Note:

- You won't get original documents
- Personal information may be censored to protect other identities
- Is the information for a legal dispute? It may be restricted



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