



Association of Member
Nominated Trustees

Subject Access Request Procedure

1. Introduction

AMNT is aware of its obligations as a data controller, with primary responsibility for, and a duty of care towards the personal data within its control.

AMNT is a data controller with reference to the personal data which it manages, processes and stores. Data subjects whose personal data is held by AMNT are entitled to ask whether the data controller is processing any personal data about that individual and, if so, to be given:

- A description of the personal data;
- The purposes for which they are being processed; and
- Information on any organisation to whom that personal data is being, or might be disclosed.

The data subject must also be told about the sources from which the data controller derived the information so long as those sources are available to the controller, and for a copy of the information held, in response to a valid request to that effect.

2. Subject Access Request Procedure

To see a copy of your own data held by AMNT you will need to submit a written request to the AMNT Data Protection Officer enclosing proof of identity,

You are encouraged to complete the Subject Access Request Form attached to assist AMNT in accurately identifying the location(s) of the personal data. AMNT will respond as quickly as possible, but has a maximum of 30 calendar days to respond to your request once it has received all the relevant information.