



## Extract from the Port of Milford Haven's Data Protection Policy

### 8. ACCESS TO RECORDS

#### 8.2 Subject Access Request

8.2.1 The Port recognises that all individuals (employees and external data subjects) have the right to be know what personal data about them is held, as such the Port have established a procedure for responding to these requests.

8.2.2 Individuals (or their representative) need to submit a written request to the Records Manager. To assist this process a Subject Access Request form is available internally in the Employee Handbook or externally from our website at [www.mhpa.co.uk](http://www.mhpa.co.uk).

8.2.3 Any request must clearly state what personal data is being requested. The more clearly the request is defined, the more efficiently the request can be dealt with.

8.2.4 A charge of £10 will apply to cover the cost of dealing with and responding to each request. This can be paid in cash at the address below or by cheque/ postal order made payable to Milford Haven Port Authority.

8.2.5 Written requests can be made by hand, post or email (see details below) and should be marked for the attention of the Records Manager.

Port of Milford Haven  
Gorsewood Drive  
Milford Haven  
Pembrokeshire  
SA73 3EP

Email: [enquiries@mhpa.co.uk](mailto:enquiries@mhpa.co.uk)

8.2.6 Receipt of this request will be acknowledged immediately.

8.2.7 The Port reserves the right not to release any personal data where an exemption is applicable under the Data Protection Act. Each request will be responded to as quickly as possible, ensuring that personal data is provided within the statutory period of 40 calendar days. However, this statutory period does not commence until:



- payment has been received;
- suitable evidence of the requestor's identity has been provided; and
- it is established that the request is made by or with the knowledge and consent of the data subject.

8.2.8 Further instructions in relation to completing a Subject Access Request are provided in the Guidance Notes that accompany the form.

### **8.3 Request for Disclosure of Personal Data**

8.3.1 Under the Data Protection Act Part IV there are exemptions, most commonly as defined below, where a business is allowed to disclose personal data to a third party.

8.3.2 Section 29 is an exemption that allows a business to give out personal data where the disclosure is for one of "crime" or "taxation" purposes:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders; or
- the assessment or collection of any tax or duty or of any imposition of a similar nature;

and complying with the normal provision of the Data Protection Act would be likely to prejudice one of these purposes.

8.3.3 Under the exemptions, if a business has received a request from a third party for information constituting personal data, they may be able to release the data to the third party without the knowledge or consent of the data subject if the business which processes the data is satisfied that the exemption applies.

8.3.4 Businesses may receive requests for personal data under the exemption from the Police. However, the exemption does not specify who can make such requests; it is the purpose for which the disclosure will be made that is crucial in determining if the exemption applies.



8.3.5 In all cases, a Request for Disclosure of Personal Data form, which is available internally in the Employee Handbook or externally from our website at [www.mhpa.co.uk](http://www.mhpa.co.uk), must be completed and submitted to the Records Manager using the contact details above (see Section 8.2).