



## BRITISH AMERICAN FOOTBALL REFEREES ASSOCIATION LIMITED

### Subject Request Policy

1. Any person has the right to make a request to see what personal data, if any, BAFRA Limited holds on them. As laid down in the Data Protection and Compliance Regulations.
2. Such requests will be made electronically to the Data Protection and Compliance Officer (DPCO) at [dpco@bafra.info](mailto:dpco@bafra.info).
3. The DPCO will acknowledge receipt of such a request and inform the directors and the webmaster that it has been received.
4. Each director and the webmaster will identify what, if any personal data is held on the subject and return that information to the DPCO within fifteen (15) days. The DPCO will compile this into a report and initially share that with the President (or in their absence the Deputy President) within twenty (20) days of the request being received and the report sent to the subject within twenty-five (25) days of the request being received with copies to each of the directors.
5. The DPCO will retain a copy of the reply sent to the subject.
6. In the event that the subject is unable to send their request electronically, it shall be sent in writing to the Company's Registered Office at:

Worton Rock  
Beauchamp House  
402-403 Stourport Road  
Kidderminster  
Worcestershire  
DY11 7BG

7. The envelope must be clearly marked "For the attention of the BAFRA Data Protection and Compliance Officer". It will be forwarded unopened to the DPCO by first class post. Once received, the procedure from "3" above will then be followed.