

**Tip of The Month - June, 2011**

**Making an ACCESS Request**

If you believe an organization holds personal information about you the law is on your side. Under Section 8 of the Data Protection (Privacy of Personal Information) Act, 2003 (DPA), you have a right of access to that information. Note also that in addition to the right of access you have a right to be given a description of the information in an intelligible form and to be told the purpose (s) for which the organization is holding your information.

In order to exercise that right of access you will need to:

Make that request in writing, clearly explaining or listing the information you want. The organization must respond to you within 40 days of the receipt of your request.

Keep a copy of this request for your records. If you need to make a complaint to us at a later date we will ask you for a copy of your original request.

Refer to our website [www.bahamas.gov.bs/dataprotection](http://www.bahamas.gov.bs/dataprotection) for "Tips for making a complaint."

Feel free to email us at [dataprotection@bahamas.gov.bs](mailto:dataprotection@bahamas.gov.bs) if you have any data protection concerns or visit our website [www.bahamas.gov.bs/dataprotection](http://www.bahamas.gov.bs/dataprotection) to learn more about our mandate to protect the privacy rights of individuals.