

## Data Protection Tip of The Month for June 2009[<br>][<br>]

### Accessing your Personal Information

Under the Data Protection (Privacy of Personal Information) Act 2003 (DPA) you have a right to find out if a person (an individual or an organization) holds information about you. Section 8 of the DPA mandates that any individual making a written request to a Data Controller has a right, within forty (40) days to:-

Be informed by the Data Controller if the data kept on him include personal data relating to him.

Be supplied by the Data Controller with a copy of the personal data relating to him.

Be entitled to an explanation to such information if it is supplied in a manner not sufficiently clear to you.

Go ahead, exercise your rights!  
Begin writing!

“Dear .....

I wish to make an access request under the Data Protection (Privacy of Personal Information) Act, 2003 (DPA) for a copy of any information you keep about me, on computer, or in manual form.

I am making this request under Section 8 of the DPA.

Thank you for your reply within the prescribed forty (40) days window.

Yours etc.....

Feel free to email us at [dataprotection@bahamas.gov.bs](mailto:dataprotection@bahamas.gov.bs)