

# Subject Access Request Procedure

Reference: GDPR DOC 2.2

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## 1. Scope

All personal data processed by Organisation Name is within the scope of this procedure. Data subjects are entitled to obtain:

- Confirmation as to whether Organisation Name is processing any personal data about that individual;
- Access to their personal data;
- Any related information;

"(The logic involved in any automated decisions relating to him or her.)"

## 2. Responsibilities

2.1 The Data Protection Officer / GDPR Owner is responsible for the application and effective working of this procedure, and for reporting to the information owner (Head of HR, Head of Marketing, Head of Sales, etc.) on Subject Access Requests (SARs).

2.2 The Data Protection Officer / GDPR Owner is responsible for handling all SARs.

## 3. Procedure

3.1 Subject Access Requests are made using the [Subject Access Request Record](#).

3.2 The data subject provides Organisation Name with evidence of their identity, in the form of

"a current passport/driving license,"

and the signature on the identity must be cross-checked to that on the application form ([Subject Access Request Record](#))

3.3 The data subject specifies to Organisation Name specific set of data held by Organisation Name on their subject access request (SAR). The data subject can request all data held on them.

3.4 Organisation Name records the date that the identification checks were conducted and the specification of the data sought.

3.5 Organisation Name provides the requested information to the data subject within one month from this recorded date.

"There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR."

3.6 Once received, the subject access request (SAR) application is immediately forwarded to the Data Protection Officer / GDPR Owner, who will ensure that the requested data is collected within the specified time frame in clause 3.4 above. Collection entails:

3.6.1 Collecting the data specified by the data subject, or

3.6.2 Searching all databases and all relevant filing systems (manual files) in Organisation Name, including all back up and archived files (computerised or manual) and all email folders and archives. The Data Protection Officer / GDPR Owner maintains a data map that identifies where all data in Organisation Name is stored.

"location."

3.7 Data Protection Officer / GDPR Owner maintains a record of requests for data and of its receipt, including dates

"record location."

3.8 Data Protection Officer / GDPR Owner reviews subject access requests from a child. Before responding to a SAR of the child data subject the Data Protection Officer / GDPR Owner considers their ability to making the request by

"adequately explaining any implications of sharing their personal data, etc."

<< 3.9 – 3.12 removed for sample purposes >>

3.13 Organisation Name uses the following electronic formats to respond to SARs:

"List common formats that are readily compatible or machine readable"

### ***Document Owner and Approval***

The Data Protection Officer / GDPR Owner is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

"Specify which members of staff this document is intended for"

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