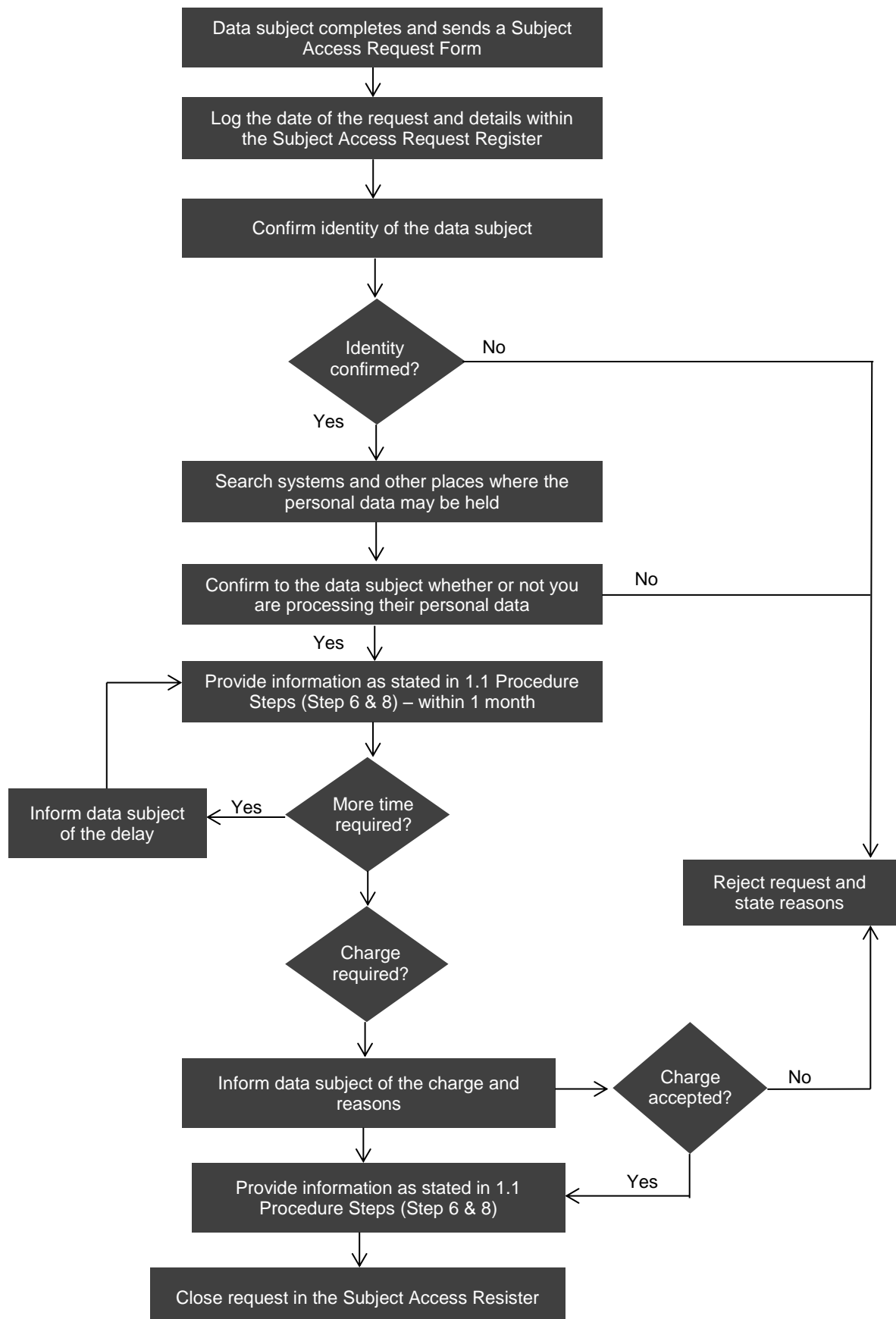


Subject Access Request Procedure Template



1.1 Procedure Steps

The steps depicted in the flowchart are expanded upon within the below table.

Step	Description	Person
1. Subject Access Request Form received	A data subject has submitted Subject Access Request Form* to you.	Click here to enter text.
2. Subject Access Register	Log this request in the Data Subject Request Register* and the date of the request recorded.	Click here to enter text.
3. Confirm identity of data subject	The identity of the data subject is confirmed via an approved method. More information may be requested to confirm identity if required. If the identity of the data subject cannot be confirmed, the request is rejected and the reason for this communicated to the data subject.	Click here to enter text.
4. Search for data	Search any systems you use or other places where the personal data may be held	Click here to enter text.
5. Confirm processing	Confirm to the data subject whether or not you do process their personal data.	Click here to enter text.
6. Information to provide within one month unless there is an exception	<p>If personal data is being processed, provide the following information in a concise, transparent, intelligible and easily accessible form (using clear language in writing or other electronic means)</p> <ul style="list-style-type: none"> a) The purpose of the processing b) The categories of personal data being processed c) The recipients of the personal, especially overseas recipients d) Where possible, the period of storage for the personal data and, if not possible, the criteria used to determine that period e) The existence of the right to request rectification or erasure, restriction of processing or to object to processing f) The right to lodge a complaint with the ICO g) Where the personal data was not collected from the data subject, any information as to its source h) The existence of any automated decision making i) Details of transfers outside of the EU 	Click here to enter text.

Step	Description	Person
7. Extension of time required?	If the request is complex or there are a number of requests, potentially extend the period by a further 2 months (but data subject needs to be informed within the first month of receipt of the request and the reason for the delay.	Click here to enter text.
8. Review data before sending to the data subject	Before providing the personal data, review it to see if it contains personal data of other data subjects. If it does, redact the data unless the other data subject has consented to its disclosure.	Click here to enter text.
9. Charge for request required?	<p>If manifestly unfounded or excessive, may charge a reasonable fee, taking into account the administrative costs of providing the personal data, or refuse to act on the request.</p> <p>If a charge is applied, the data subject is informed of the charge and has an opportunity to decide whether or not to proceed. If the data subject decides not to proceed, the request is rejected and the reasons communicated.</p>	Click here to enter text.
10. Rejecting a request?	If not going to respond to the request, inform the data subject of the reason(s) for not taking action and of the possibility of lodging a complaint with the ICO.	Click here to enter text.
11. Close data subject request	Once the request is complete, log all details in the Data Subject Request Register* , together with the date of closure.	Click here to enter text.

* These templates can be found within ePractice under the GDPR Toolkit Templates section