\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**DATA SUBJECT ACCESS REQUEST PROCEDURE**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Scope, Purpose and Users 3](#_Toc496543560)

[2. Reference Documents 3](#_Toc496543561)

[3. Data Subject Access Request (“DSAR”) 3](#_Toc496543562)

[4. The Rights of a Data Subject 3](#_Toc496543563)

[5. Requirements for a valid DSAR 4](#_Toc496543564)

[6. DSAR Process 4](#_Toc496543565)

[6.1. Request 5](#_Toc496543566)

[6.2. Identity verification 5](#_Toc496543567)

[6.3. Information for Data Subject Access Request 5](#_Toc496543568)

[6.4. Review of Information 5](#_Toc496543569)

[6.5. Response to Access Requests 5](#_Toc496543570)

[6.6. Archiving 6](#_Toc496543571)

[7. Exemptions 6](#_Toc496543572)

[8. Data Subject Access Request Refusals 6](#_Toc496543573)

[9. Responsibilities 7](#_Toc496543574)

[10. Managing records kept on the basis of this document 7](#_Toc496543575)

[11. Validity and document management 7](#_Toc496543576)

[Annex: Data Subject Access Request Flowchart 9](#_Toc496543577)

# Scope, Purpose and Users

This procedure sets out the key features regarding handling or responding to requests for access to personal data made by data subjects, their representatives or other interested parties. This procedure will enable [Company name] (further: “Company”) to comply with legal obligations, provide better customer care, improve transparency, enable individuals to verify that information held about them is accurate, and increase the level of trust by being open with individuals about the information that is held about them.

This procedure applies broadly across all entities or subsidiaries owned or operated by the Company but does not affect any state or local laws or regulations which may otherwise be applicable.

This procedure applies to employees that handle data subject access requests such as the Data Protection Officer.

# Reference Documents

* EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
* Personal Data Protection Policy
* [relevant local legislation]

# Data Subject Access Request (“DSAR”)

A Data Subject Access Request (DSAR) is any request made by an individual or an individual’s legal representative for information held by the Company about that individual. The Data Subject Access Request provides the right for data subjects to see or view their own personal data as well as to request copies of the data.

A Data Subject Access Request must be made in writing. In general, verbal requests for information held about an individual are not valid DSARs. In the event a formal Data Subject Access Request is made verbally to a staff member of the Company, further guidance should be sought from Data Protection Officer, who will consider and approve all Data Subject Access Request applications.

A Data Subject Access Request can be made via any of the following methods: email, fax, post, corporate website or any other method. DSARs made online must be treated like any other Data Subject Access Requests when they are received, though the Company will not provide personal information via social media channels.

# The Rights of a Data Subject

The rights to data subject access include the following:

* Know whether a data controller holds any personal data about them.
* Receive a description of the data held about them and, if permissible and practical, a copy of the data.
* Be informed of the purpose(s) for which that data is being processed, and from where it was received.
* Be informed whether the information is being disclosed to anyone apart from the original recipient of the data; and if so, the identity of those recipients.

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <https://advisera.com/eugdpracademy/documentation/data-subject-access-request-procedure/>