



SUBJECT ACCESS REQUEST POLICY FOR SELBORNE CHAMBERS LIMITED

Under the General Data Protection Regulation any individual can make a request of any business for access to or a copy of any personal data that business ‘processes’ about them including any opinion expressed about the individual. If an individual contacts us requesting this information, this is called a Subject Access Request (SAR).

All individuals who are the subject of personal data held by us are entitled to:

- Ask **what information** we hold about them and why;
- Ask **how to gain access** to it;
- Be informed how to **keep it up to date**; and
- Be informed how we are **meeting our data protection obligations**.

A Subject Access Request needs to be made in writing.

This request is to be dealt with promptly due to strict time limits, which must be complied with.

1. Record the contact on the Subject Access Request Form (see Appendix 1) and immediately notify the Data Protection Officer who will take responsibility for ensuring that the request is actioned.
2. The Data Protection Officer will complete and provide a copy of all information within one calendar month of receipt of requests.

Review Date	Reviewed
12 June 2019	IJC

APPENDIX 1

Subject Access Request Form

Name of Data Subject requesting information:

Data Received:

Data given to Data Protection Officer:

Data Subject Identity Confirmed:

Required Response Date

Reasons for delay (if any):

Any other comments:

Signature