Subject Access Request Procedure Flowchart

This flowchart describes the steps and decisions made in handling Subject Access Requests from when they are initially received.

1. Request for access to information received
2. Is the request from the data subject?
   - Yes: Inform the Data Protection Officer who will record the request in the SAR Log
   - No: Proceed to next step
3. Is the data subject’s identity clear?
   - Yes: Proceed to next step
   - No: Request further information to verify identity.
4. Can it be confirmed that personal data is held?
   - Yes: Discovery and collation of relevant personal data
   - No: Proceed to next step
5. Is it from a third party acting on behalf of the data subject?
   - Yes: Inform the Data Protection Officer who will record the request in the SAR Log
   - No: Proceed to next step
6. Is the third party’s authority to make a request clear?
   - Yes: Request further information to verify authority to act for data subject.
   - No: Proceed to next step
7. Discovery and collation of relevant personal data
8. Does an exemption apply to any or all of the collated data?
   - Yes: Review prepared data and redact if necessary
   - No: Proceed to next step
9. Review prepared data and redact if necessary
10. Respond to data subject noting where any exemption has been applied, if applicable.
11. Keep copies of response and data
12. Update SAR Log to reflect response and decisions