



Subject Access Request Policy & Procedure

Purpose of this document

Under the General Data Protection Regulation (GDPR), individuals have the right to access their personal data and supplementary information. Specifically, individuals will have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information – this largely corresponds to the information that should be provided in a privacy notice

Responding to Subject Access Requests (SAR)

Requests should be responded to without delay but must be completed within a month of receipt.

This period may be extended by a further two months where requests are complex or numerous. If this is the case, the individual must be informed within one month of the receipt of the request with an explanation of why the extension is necessary.

Charges for SAR

No charge will be made unless the request is manifestly unfounded, excessive or repetitive.

Provision of information

The identity of the person making the request will be verified in advance of providing any information. If the request is made electronically then the information should be provided by electronic means. Any identifiable data relating to other data subjects will be redacted prior to providing information in response to a SAR.

SAR – Paraplus as data controller

Individuals should complete the Subject Access Request form and send it electronically to the Paraplus Data Protection Officer (DPO).

On receipt of the SAR, the DPO will acknowledge the request and engage relevant parties to gather the data requested.

Complaints

Complaints on the handling of the SAR can be raised at GDPR@umbrellapraplus.co.uk



Misuse of this process

This process is in place to enable individuals to reasonably access data held about themselves in accordance with the GDPR. Any attempt to access data relating to other data subjects or other inappropriate use of the process will be investigated and may result in action.

Policy/Procedure title:	<i>Subject Access Request Policy & Procedure</i>	Date released:	
Version number:	<i>V0.1</i>	Replaces:	
Policy owner:	<i>Data Protection Officer</i>	Related documents:	<i>Data Protection Policy (Umbrella Paraplus) Data Protection Policy (e-tips) Data Protection Policy (Employer) Subject Access Request Form</i>