



**RED LION CHAMBERS**

**18 RED LION COURT, LONDON**

**&**

**THORNWOOD HOUSE, CHELMSFORD**

<p><b>SUBJECT ACCESS REQUEST POLICY</b></p>
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## SUBJECT ACCESS REQUEST POLICY FOR RED LION CHAMBERS

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, but there is no particular format the data subject needs to use; even 'tweeting' to ask for the information is considered appropriate.

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/Lead who will take responsibility for ensuring that the request is actioned.
2. The Data Protection Officer/Lead will confirm the identity of the requestor by requesting photographic identification before sharing any information.
3. The Data Protection Officer/Lead will circulate the request to nominated managers in each business area asking for copies of all data held on the requestor.
4. The Data Protection Officer/Lead will check if there are any exemptions contained within the General Data Protection Regulation that prevent us sharing some or all of this information with the requestor. If the information to be shared with the requestor contains personal data about other individuals this should be done with the other individuals consent only or redacted fully so that it cannot be accessed.
5. The Data Protection Officer/Lead will complete and provide a copy of all information within one calendar month of receipt of request.
6. The Data Protection Officer/Lead will monitor our performance in responding to Subject Access Requests within the one-month limit and will provide the Board/Senior Management Team with a monthly report.



## Appendix 1

### Subject Access Request Form

**Name of Data Subject requesting information:**

Date Received:

Date given to Data Protection Officer/Lead:

Data Subject Identity Confirmed:

Required Response Date:

Reason for delay (if any):

Any other comments:

Signature (DPO/DPL):