Subject Access Request (SAR) - Process Map for Parishes

**Step 1: Acknowledge and Verify**

- **Start**: A SAR is received
- Inform Data Protection Rep (DPR) in parish
- Calculate a target response date for the individual
- Prepare response acknowledgement including: Cover letter, a SAR form, request their ID
- Ask how they want to receive the info
- Send to individual and keep a copy

**Remember!** Once the SAR is received there is a 1 month time frame in which you must respond

**Step 2: Identify the Personal Data Held**

- Identify all personal data and possible sources of data
- Check all info: collected, stored, shared, used, archived
- Check hard copies, emails, texts, social media, CCTV etc.
- Contact all relevant data processors ensuring each source is checked
- Liaise with 3rd party providers to collect any personal data they process on behalf of the controller
- Collate all personal data

**Step 3: Assessing the Personal Data**

- Assess all the personal data from all the sources
- Confirm that the info only relates to the individual requesting the data
- Data relating to other people, must be blanked out or their consent sought

**Step 4: Gathering Additional Information**

- Gather additional info on processing including:
  - Purpose
  - Legal basis
  - Categories of personal data
  - Who it has been shared with
  - Retention period
- Collate all additional info

**Step 5: Developing your Response**

- Collate all information gathered
- Ensure ID is verified
- Final check & verify that all is in order
- Write cover letter
- Make copy of all info
- Send response within 1 month

**Step 6: Keeping a Record**

- Log and record all Subject Access Requests including:
  - All correspondence, any telephone conversations, how the decisions were made, the information sent to the data subject
- Close the file and keep secure
- End