



Subject Access Request Record

Name of data subject	
Name of person who made request	
Date request received	
Contact DPO	
Date acknowledgement sent	
Name of person dealing with request	

	Notes
Are they entitled to the data?	<i>If no, reply stating reasons and/or ask for proof</i>
Do you understand what data they are asking for?	<i>If no, ask requestor for clarity</i>
Collect the data required	<i>You may need to ask others – state a deadline in your request</i>
Do you own all the data?	<i>If no, ask third parties to release external data. If data is supplied by another agency, you do not own it.</i>
Do you need to exempt/redact data?	<i>If exempting/redacting be clear of your reasons. Document name, data exempted/redacted and why</i>
Is the data going to be ready in time?	<i>Record delays and reasons. Communicate with requestor stating reasons for delays and asking if they would like the data you have collected so far</i>
Create pack	<i>Make sure the data is in an easy to access format: paper, word, excel etc.</i>
Inform requestor you have the data	<i>Ask how they would like it delivered</i>
Deliver data	<i>Ask for confirmation/special delivery?</i>

At all stages your DPO or Data Protection Lead will be able to provide you with advice.

Date request completed: (within 30 days of request)	
Signed off by:	