

LEP POLICY ON SUBJECT ACCESS REQUESTS (SARs)

The Data Subject (DS):

1. submits a written SAR
2. confirms his/her identity (an email signature is acceptable)
3. provides sufficient information to enable their data to be located

The Data Controller (DC):

1. checks the identity of the DS
2. obtains sufficient information for the data to be located
3. informs the DS whether data is held on them
4. provides the DS with a copy of the personal data within one month of the request.

The DC retains a copy of the information supplied, logs a SAR, and is then able to monitor progress and future requests.