

# Subject Access Request Procedure & Form



CLASSIFICATION: INTERNAL

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**Document Management Information**

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## 1. Purpose

The procedure sets out the features regarding handling and responding to request for access to personal data made by the respective subjects. This procedure will enable individuals to verify information held about them by Writer Relocations is accurate, increase the level of trust. It will enable Writer Relocations to comply with legal obligations

## 2. Scope

This procedure applies to employees that handle data subject access request and across all entities or subsidiaries owned or operated by the SBU - Writer Relocations of Writers Business Services Pvt. Ltd.

## 3. Data Processor

The SBU - Writer Relocations of Writer Business Services Pvt. Ltd. is the Data Processor as per the General Data Protection Regulation, which means that it carries out processing of data as per their client required services based on the collected data.

It is also responsible for notifying their customer in case any data breach takes place.

## 4. Data Controller

The SBU - Writer Relocations of Writer Business Services Pvt. Ltd. is the Data controller as per the General Data Protection Regulation, which means that it determines the purposes, conditions and meaning of processing of personal data which is collected from its website or by any other means.

## 5. Data Subject Access Request (SAR)

A Subject Access request (SAR) is any request made by an individual for his or her legal representative for information held by Writer Relocations. SAR provides the right for data subject to see or view their own personal as well as to request copies of the data.

The SAR needs to be made in writing and if identical or if a similar request is received then, if required, payment of a fee can be charged for dealing with the request.

Writer Relocations must respond to a subject access request promptly and it should not extend more than 30 calendar days of receiving it.

The rights to data subject access include the following:

- Receive a description of the data held about them and, if permissible and practical, a copy of the data.
- Be informed of the purpose for which that data is being processed, and from where it was received.
- Be informed whether the information is being disclosed to anyone apart from the original recipient of the data and if so the identity of those recipients.

## 6. References

- General Data Protection Regulation (GDPR) 2016

**7. Appendix – SAR Form**

|                                    |  |                |  |
|------------------------------------|--|----------------|--|
| <b>Name:</b>                       |  |                |  |
| <b>Date of birth:</b>              |  | <b>Gender:</b> |  |
| <b>Nationality:</b>                |  |                |  |
| <b>Current Address:</b>            |  |                |  |
|                                    |  |                |  |
|                                    |  |                |  |
| <b>Email Address:</b>              |  |                |  |
| <b>Telephone No:</b>               |  |                |  |
| <b>Proof of Identity Provided:</b> |  |                |  |
| <b>Mode of Subject Access:</b>     |  |                |  |