Subject Access Request (‘SAR’) Procedure to follow:

If you receive a request for copies of their information held by us from one of our Service Users you should:

* Ask for the request in writing
* Think about whether or not the person is able to provide a written request and help them if necessary
* Mark the request with the date and time received
* Pass the request to Sylvia Nissim or Giovanni Puttin

The person responsible for processing requests, named above will:

* Log request on SAR Log
* Check the required proof of identity is available
* Check you are able to provide the information to the person requesting
* Confirm receipt of the request to the requestor
* Request further information to enable the correct information to be collated
* Collate information
* Redact third party information as appropriate
* Take any necessary advice
* Provide information requesting confirmation of receipt

Log all steps on SAR Log

Refer to Policy – Subject Access Request IG xx

Take any advice as necessary