

KeyStroke Virtual Secretary Services Ltd

SUBJECT ACCESS REQUEST PROCESS

1.2 Purpose

This document sets out the steps when a request for access to a data subject's personal data is received by the data subject themselves or 3rd party.

1.3 Scope

This procedure is applicable to the Data Protection Officer (Letty Scrimgeour).

1.4 Roles & Responsibilities

All employees of the company have a role and responsibility to ensure that the procedure is followed to ensure compliancy with the General Data Protection Regulation and the Data Protection Officer has the responsibility of ensuring that the procedure is reviewed on a yearly basis in April or in the event of a breach/incident.

1.5 Detailed Description

1.5.1 Step One

Request for personal data access or information for a data subject is received through a staff member or through the info@keystrokevss.co.uk email account.

1.5.2 Step Two

Request is passed onto Data Protection Officer who will respond to the initial request within 7 days.

1.5.3 Step Three

If the request has come from a 3rd party the Data Protection officer will assess lawful reason for access to data. If lawful reason is found, then DPO will follow through with request once identification verification has taken place.

Or

If the request has come from the data subject themselves the DPO will ask for identification verification before access to data is granted in line with GDPR requirements.

Identification verification can be – Driving licence, passport or through confirmation with company contact.

May 2020

Due for Revision May 2021

By Letty Scrimgeour, Managing Director and Data Protection Officer

1.5.4 Step Four

All access to data requests will be recorded by the DPO for auditing purposes on the Request for Access to personal data. All requests must be closed within 40 days of request being made.

1.6 References

Request for access to personal data.

1.7 Definitions:

DPO – Data Protection Officer.

Letty Scrimgeour

Letty Scrimgeour
Managing Director and Data Protection Officer 26/05/2020