Data Subject Access Request Form

This form is used to undertake an initial assessment of access requests and define the scope of our search for personal data.

Person Responsible for Responding to the Access Request:	<Name>
Deadline for Response:	<Date of receipt + 1 month>
Date of Response:	<Date>
Data Subjects Rights Response Log Completed:	Y/N

The Data Subject

Name as given in request:	
Contact details as give in request:	
Does the request provide sufficient information for us to confirm the data subject's identity?	

The Access Request

Is this the first access request that has been made?	Y/N
Is it reasonable in scope?	Y/N
Do we process personal data for this individual?	Y/N

Scope of Request	Can we comply with this (if not why not)?
<type all categories of personal data requested>	
	<tab from this cell to add more rows>

Company Data Assets to be searched:	Search Criteria to use:	Results Screened & Redacted:
<type all data assets>		Y/N
		Y/N
		Y/N
		Y/N
	<tab from this cell to add more rows>	

NOTES SECTION

<Type here>

COMPLETION

The person responsible for responding will insert their name and the date they completed this form to confirm the accuracy of the information recorded above:

Name:		Date:

DATA PROTECTION

The employer's policy is to retain items of personal data for no longer than is required. The person completing this form will enter the details below:

Basis for data retention:	Anticipated retention period:
Legitimate Business Interest:	2 years from date request responded to
Where will this form (or any copies) be filed?	
Who will have access to this form?	
How will the information on this form by used?	
Please select a data review period to match the anticipated retention period (i.e. DP2025Q2 for +6 years from Apr '19):	DP<YYYY>Q<N>

GUIDANCE

For basic guidance on relevant to this form see http://www.followmylink.uk/data-subject-access-request-guidance
For more detailed guidance see http://www.followmylink.uk/data-access-request-responses-what-is-required