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| **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 |

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| 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?  |  |

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| 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 |

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| 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> |

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| 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> |  |

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| NOTES SECTION |
| <Type here> |

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| 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: |

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| 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> |

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| 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> |