

# Have you received a SUBJECT ACCESS REQUEST?

## You will face **challenges**.

Unsure how to deal with the request and worried about the **potential impact on your business** resources?

- What is personal data?



- What can I redact?



- How long do I have?



## Let us **help you**.

Employees have the right to ask for all personal information held on them. With requests becoming more and more frequent businesses must recognise a request when it arrives and the resources needed for compliance.

## FORBURY PEOPLE can help your business.

- We can provide you with **an easy to fill out form to help structure any request**.
- We will assist you in **verifying the identity of the individual** requesting access and identify the potential sources of the individual's data.
- We can guide your IT team on the searches you need to conduct to **minimise the impact on the day-to-day running of your business**.
- We can set up **a secure and easily accessible SharePoint** to act as a base for all search results.
- Our experts know what to look for and can **quickly and efficiently review and collate any personal data** contained in the search results.
- They can evaluate whether any of the statutory exemptions apply including **legally privileged documents or 3<sup>rd</sup> party data**.
- Our specialists take care of the redacting process for you. You can then be confident that you **are protecting the interests of your business** and the rights of others.
- Knowing what to look for and **operating a proper redaction process** minimises the need for printing. We ensure the requestee gets exactly what they are entitled to receive and we can help you deliver the results in either a physical or digital form.



### REMEMBER

You have one month to complete a SAR and there is no limit to the number of requests an individual can make. If an individual is not satisfied with the response to their request then they can make a complaint to the Information Commissioner's Office (ICO).

Get in touch to find out more: email [contact@forburypeople.com](mailto:contact@forburypeople.com) or call +44 (0) 118 953 3929