



Please pass to your Business & Data Protection Managers

Do you need help in dealing with Subject Access Requests (SAR's)?



The frequency of Subject Access Requests (SAR's) is increasing and that means organisations are sometimes getting overwhelmed in trying to deal with them.

Is that you & if so, wouldn't it be better to be prepared?

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Individuals have the right to receive a copy of personal data relating to them & this is done via 'Subject Access Requests.' They **can't be ignored** – there is a legal onus to comply.

Often the amount of information that has to be provided is very significant. Commonly they run to **100's** sometimes **1000's** of pages.

One of the most important things to be dealt with is '**redaction**'. Records that have been requested need to have content 'blacked out' where for instance it refers to other people or has sensitive data. This is because this sort of thing is **exempted**.

Knowing what to redact & what not, can be a bit of a **minefield** & finding internal resource to deal with them can be a real issue.

Lots of organisations look for **help** when they receive a SAR. That's where we can come in & we would be glad to work with you.

We have a full **advisory & redaction** service & using us is a great way to deal with the pressures that SAR's create.

Our advice is that you need to ensure you are both **ready** & know what you are going to do when SAR's land. Doing so will certainly be much less stressful than not.

If you really want to get 'ahead of the game,' we also offer **Retention Agreements**.

This in effect '**pre orders**' time & means that when you need us you can do this with minimum paperwork. When the clock starts ticking on the 30 days normally allowed for response that's a real help.

**Interested?** If so we would be happy to **talk**.

Just drop us a line and we will arrange to speak at your convenience.

Contact Steve Debruin: [steve\\_debruin@bathnes.gov.uk](mailto:steve_debruin@bathnes.gov.uk)

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