

Data Subject Access Requests.

Data Subject Access Requests are on the rise – let us take the stress out of the situation.

A Data Subject Access Request, also known as a DSAR, is a request from an individual (the data subject) to an organisation to provide copies of their personal data and information as to how it is held.

Dealing with and responding to DSARs can be challenging and time-consuming. There is no set form a DSAR must take and organisations need to be aware what a DSAR may look like and what they need to do if one is made.

WHY YOU NEED TO ACT STRAIGHTAWAY

When a DSAR is made, organisations usually have one month to comply with the request. The clock starts ticking when the data subject makes the request.

Not only do you need to comply with a tight statutory timeframe, but also obligations under the GDPR and data protection legislation. We can help you to navigate these requirements.

Organisations who do not deal with DSARs properly, or in a timely manner, may face enforcement action from the Information Commissioner's Office (ICO). Such enforcement action could include warnings, enforcement notices and/or penalty notices.

HOW WE CAN HELP YOUR BUSINESS

Our team at RWK Goodman have extensive experience dealing with DSARs. We can help you to manage DSARs in a cost-effective and efficient way so that you can focus on other areas of your business and reduce reliance on internal resources.

We can also help you to meet your statutory and regulatory obligations and protect the privacy of your customers, clients and employees by:

- Assessing the nature and validity of a DSAR
- Analysing the scope of the DSAR
- Advising on what search terms you should use to locate the relevant data
- Reviewing and screening the dataset to ascertain which documents are disclosable
- Applying legal exemptions where necessary
- Redacting third-party or confidential data where necessary
- Preparing the dataset to be disclosed to the data subject
- Drafting the response letter to the data subject outlining the data provided and the necessary statutory information
- Liaising, directly or indirectly, with the relevant regulatory authority

COSTS

Our fixed cost for completing an initial assessment of the DSAR which will include acknowledging the DSAR, assessing the nature and validity of the DSAR, and analysing the size of your DSAR using our specialist software is £750 plus VAT, in addition to data storage costs.

We can then provide you with a cost estimate for dealing with a DSAR in full which will depend on size of the data, applicable exemptions and the amount of redaction.

GET IN TOUCH

To find out more about our DSAR support services, including how our expert team can help you respond to a DSAR, please get in touch.

Call: 0800 923 2076

Email: GDPR.enquiries@rwkgoodman.com