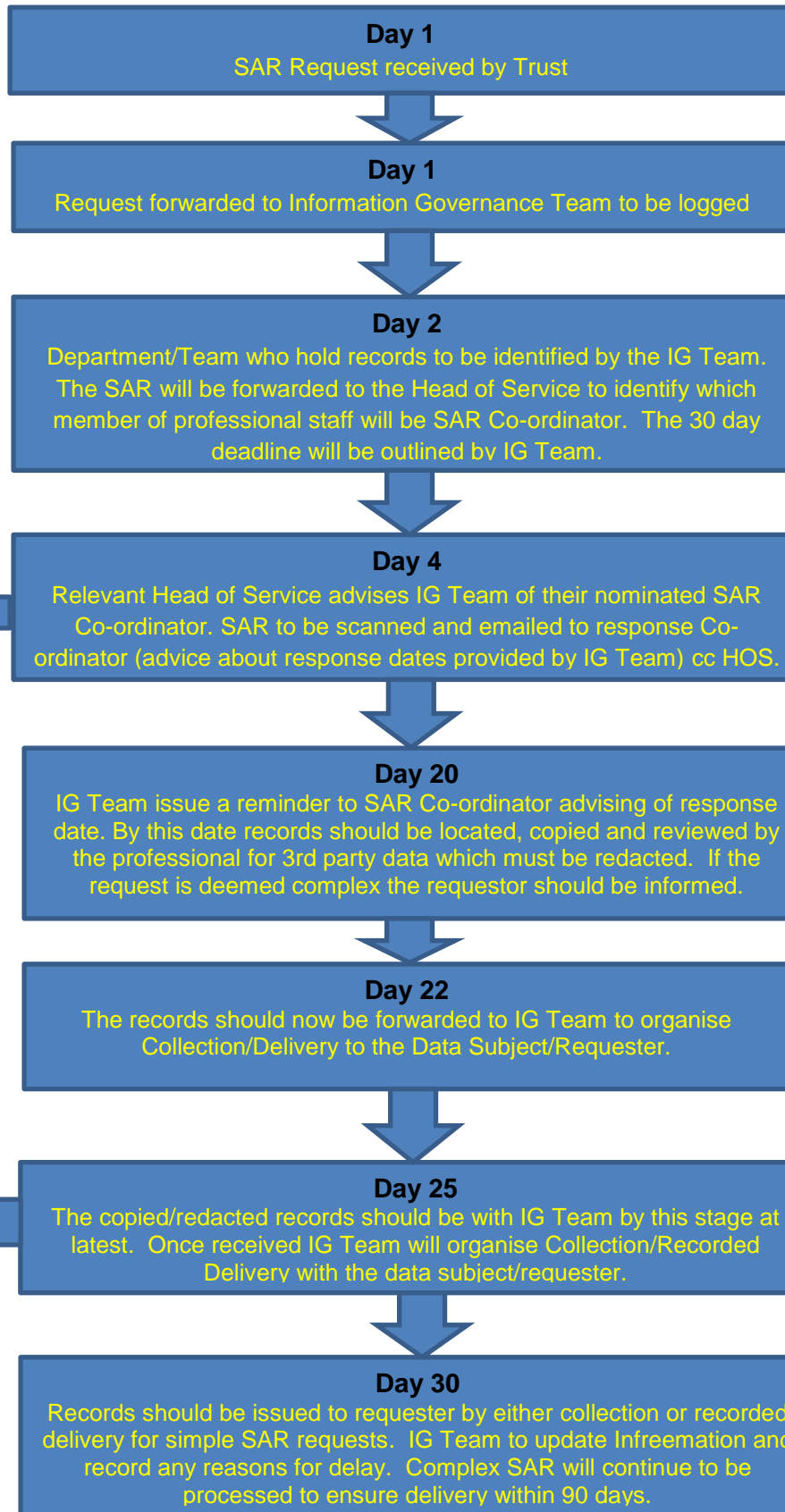


FLOWCHART FOR MANAGEMENT OF SUBJECT ACCESS REQUESTS (SAR) IN LINE WITH UK DATA PROTECTION LEGISLATION (UK GDPR)



ESCALATION PROCESS
If the SAR Co-ordinator is not identified by day 4, or if the Head of Service indicates there will be issues with providing the records on time, IG Team should notify Information Governance Manager for escalation.

ESCALATION PROCESS
If the SAR Co-ordinator does not believe that the deadline will be met they should notify IG Team to advise an extension is required and provide reasons. This is only applicable in complex cases.

ESCALATION PROCESS
If all records have not been received by IG Team by Day 25: IG Team to notify the Head of Information Governance for escalation to relevant Director. cc AD

ESCALATION PROCESS
If records have not been received by the IG Team on day 22 IG Team to contact Information Governance Manager for escalation to relevant Head of Service. cc AD