

GDPR - Right of Access (SARs)

GDPR - Right of Access (Subject Access Requests)

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1. Introduction

Individuals have the right to access personal data that an organization holds about them. This is known as a Subject Access Request (SAR). Organizations must respond within ****one month**** of receiving a valid request.

2. What Information Can Be Requested?

Individuals can request:

- A copy of the personal data held about them
- The purposes for processing the data
- Any recipients or third parties the data has been shared with
- How long the data will be retained

3. How to Make a SAR Request

- Requests must be made in writing (email or letter)
- Verification of identity may be required
- Requests should be sent to: dataprotectionofficer@viamed.co.uk

4. Response Time and Process

- Acknowledgement within ****five working days****
- Response provided within ****one month****
- Extensions of up to ****two additional months**** may be applied for complex requests

- If a request is excessive, a ****reasonable fee**** may be charged

5. Exemptions and Refusals

Requests may be refused if they are:

- Excessive, repetitive, or manifestly unfounded
- Infringe on another individual's data rights
- Related to ongoing legal proceedings

6. Escalation and Complaints

If a SAR request is denied, individuals can appeal to the ICO.

Viamed Group of Companies

Ensuring Transparency and Compliance