

GDPR - Right of Access (Subject Access Requests)

****Updated GDPR - Subject Access Request (SAR) Policy** (March 2025)**

- Individuals have the right to access ****their personal data****.
- SARs must be acknowledged and responded to ****within one month****.
- Verification of identity is required before processing a request.
- If a SAR is excessive or unfounded, companies may ****refuse or charge a fee****.
- Companies must maintain ****logs of all SARs and responses****.
- If data contains third-party information, redactions may be required.

****Updated for UK GDPR Compliance (March 2025).****