

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).