



Subject Access Request (SAR)

New Course 2023



"Empowering Minds, Safeguarding Data: Unleash Your Potential with Data Protection People"

Course Summary

This comprehensive training equips you with the skills to handle SARs confidently, ensuring data protection compliance. Explore the fundamentals of SARs, including handling requests and individuals' rights. Delve into SARs exemptions, striking a balance between data subjects' rights and other interests. Learn to identify and define personal data, meet response timescales, and employ effective data retrieval techniques. Gain insights into the redaction process and drafting professional responses. Enhance your knowledge of SARs and exemptions to navigate the critical realm of data privacy with confidence. Let's embark on this journey to empower your SAR management expertise.

Learning Objectives

Key Learning Objectives for this course are:

- **Understand the Concept of Subject Access Requests (SARs):** Gain a clear understanding of what SARs are, their purpose, and the legal framework surrounding them.
- **Familiarise Yourself with SARs Handling:** Learn the step-by-step process of handling SARs, from receiving the request to providing a response within the specified timeframes.
- **Identify Data Subject Rights:** Gain knowledge of the rights that individuals have regarding their personal data, including the right to access, rectify, and erase their information.
- **Comprehend SARs Exemptions:** Explore the exemptions applicable to SARs, such as situations involving third-party data or cases where disclosure may cause harm. Understand how to navigate these exemptions effectively.
- **Accurately Identify Personal Data:** Develop the ability to identify what constitutes personal data under data protection regulations and differentiate it from non-personal data.
- **Manage Response Timescales:** Understand the importance of responding to SARs within the designated timeframe and learn techniques for organizing and prioritizing responses.
- **Employ Effective Data Retrieval Techniques:** Acquire skills and strategies for efficiently finding and retrieving relevant data, ensuring that all requested information is included in SAR responses.
- **Apply Redaction Techniques:** Learn how to redact sensitive information in SAR responses while ensuring compliance with data protection regulations and preserving data privacy.
- **Draft Professional SAR Responses:** Enhance your communication skills by crafting clear, concise, and informative SAR responses, addressing all relevant points, and addressing any additional queries or concerns.
- **Ensure Compliance and Data Protection:** Understand the legal obligations and responsibilities of organizations in handling SARs, ensuring compliance with data protection regulations, and maintaining a high standard of data privacy and protection.

By achieving these key learning objectives, participants will develop the necessary knowledge and skills to confidently handle SARs, navigate exemptions, and maintain compliance with data protection regulations, ultimately contributing to effective SAR management and upholding individuals' rights to data privacy.



Course Details and Topics Covered

1. What is a Data Subject Access Request (DSAR)?

In this section, you will explore the fundamentals of a Data Subject Access Request (DSAR). We will examine the legal definition of a DSAR and its significance in data protection. You will understand the key components of a DSAR and learn about the process involved in handling such requests effectively. Through interactive exercises, such as “How should the request be handled”, you will gain practical experience in managing and responding to DSARs.

2. What is a data subject entitled to as part of their request?

This section delves into the rights individuals possess when making a data subject access request. We will explore the specific entitlements of data subjects, including the types of information they can request and the format in which they can receive it. By examining real-life case studies and relevant legal frameworks, you will develop a comprehensive understanding of data subjects' rights and the obligations of organisations in fulfilling these requests.

3. What is Personal Data?

Understanding the concept of personal data is crucial for effective SAR management. In this module, you will learn to identify what qualifies as personal data and what falls outside its scope. Through interactive exercises like Exercise 2: Which of the following is personal data?, you will engage in practical scenarios that will enhance your ability to recognize and categorize personal data accurately.

4. Timescales for Responding

Timeliness is of utmost importance when handling SARs. In this section, we will discuss the necessary timescales for responding to data subject access requests. You will gain insights into the legal requirements regarding response times and understand the implications of delays or failures to meet these deadlines. By the end of this module, you will have a clear understanding of the importance of timely responses and the consequences of non-compliance.

5. Finding and Retrieving Data

Locating and retrieving relevant data within an organisation's systems can be challenging. In this module, we will explore various techniques and best practices for efficiently finding and retrieving data in response to SARs. You will learn about effective search strategies, data storage systems, and the importance of maintaining accurate records. Exercise 3: 10 question quiz (over the break) will provide an opportunity to test your knowledge and reinforce your understanding of the finding and retrieval process.

6. Exemptions - Introduction

This section provides an introduction to exemptions in the context of SARs. You will learn about the purpose and significance of exemptions within data protection legislation. Understanding exemptions is essential for identifying situations where data controllers may be exempted from fulfilling certain aspects of a SAR. By examining relevant case studies and legal frameworks, you will gain a comprehensive overview of exemptions and their impact on SAR management.



7. Exemptions Part 1: The Data Subject's

relationship with other people (Third party data)
In this module, we will delve into the first category of exemptions, focusing on the Data Subject's relationship with other people and the presence of third-party data. You will explore scenarios where disclosing information related to third parties may not be appropriate or may infringe upon their rights. Through Exercise 4: Applying the third-party exemption, you will engage in practical exercises that will sharpen your ability to identify and apply the third-party exemption appropriately.

8. Exemptions Part 2: The Data Subject's engagement with services

(Disclosure would be harmful) Continuing from the previous module, this section will explore the second category of exemptions, which relates to the Data Subject's engagement with services and circumstances where disclosing certain information would be harmful. You will learn about situations where disclosure of data could cause distress, harm, or impede investigations. The Exercise on applying the exemptions, you will have the opportunity to apply the exemptions in real-life scenarios, reinforcing your understanding of their application.

9. Redaction Process

The redaction process is a crucial step in responding to SARs, particularly when certain information needs to be withheld due to exemptions. In this module, we will discuss the process of redaction, which involves selectively obscuring or removing sensitive information from disclosed documents. You will learn about best practices for redacting information effectively, ensuring compliance with data protection

regulations while providing access to appropriate data.

10. Responding

The final module of this training course focuses on the overall process of responding to SARs. We will cover the necessary steps involved in preparing and sending a response, including drafting the response letter, providing the requested information, and addressing any additional queries or concerns. By the end of this module, you will have a comprehensive understanding of how to respond to SARs effectively and professionally, taking into account the exemptions and legal requirements discussed throughout the course.

Who Should Attend?

- Data Protection Officers (DPOs)
- Privacy and Compliance Professionals
- Legal and Regulatory Experts
- Anyone responsible for UK GDPR compliance

Delivery

Duration: 7 Hours

Delivery Method: Microsoft Teams / In-House*

Contact Us

To acquire additional information about this course, reserve your spot, or explore other courses provided by Data Protection People, please get in touch with us at:



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