

# ICO Checklist for Organisations – Subject Access Requests

## Preparing for subject access requests

- We know how to recognise a subject access request and we understand when the right of access applies.
- We have a policy for how to record requests we receive verbally.
- We understand when we can refuse a request and are aware of the information we need to provide to individuals when we do so.
- We understand the nature of the supplementary information we need to provide in response to a subject access request.

## Complying with subject access requests

- We have processes in place to ensure that we respond to a subject access request without undue delay and within one month of receipt.
- We are aware of the circumstances when we can extend the time limit to respond to a request.
- We understand that there is a particular emphasis on using clear and plain language if we are disclosing information to a child.
- We understand what we need to consider if a request includes information about others.