Deal, Walmer, Sandwich & District Scouts - Data Protection Policy

Subject Access Register

Appendix 3 : Vers 2.0

This form to be used to record progress of a SAR and maintained for future reference
REMEMBER: A SAR must be responded to within 1 month of receiving the request

SAR Name	Date Received	ID Verified	Discovery Requested	Discovery Completed	Data Sanitised	Data sent to requestor	Date sent
The name of the Data Subject in question	Date the request was received	Has the ID been verified? Otherwise SAR information cannot be released	What date was the discovery of data requested	What date was the data discovery completed	What date was the data sanitised	How many records of the data subjects were involved	Date sent to requestor