

Subject Access Request Policy 01/02/2018

SAR code of practice 20170609

Subject Access Request Checklist in line with GDPR as from 25<sup>th</sup> May 2018 for Global Resourcing Ltd, 10 th Floor, No1 Croydon, 12-16 Addiscombe Road, East Croydon, CR0 0XT

**We will in our best endeavours provide the following service with regards to a SAR:**

1. Identify that this is a Subject Access Request
2. Ensure we have enough information provided to be sure of the requester's identity
3. Ensure we know what the requestor want and ask for more clarity if needed
4. This will be free of charge unless the volume of information required is extensive where we will charge £10 for this service. We will inform you if this is the case.
5. Global Resourcing Ltd will confirm receipt of your request within 14 calendar days, and will reply to your SAR within 40 calendar days from when the request was made.
6. Reply via letter/email to the requestor of when the information can be expected and what information can be expected.
7. We will log all requests and update to monitor progress, consistency and fee collection.

We understand that SAR can be made any possible ways. Our preference is via post, and will accept a verbal request making this adjustment for disabled persons. Please send an email to [dpo@global-resourcing.com](mailto:dpo@global-resourcing.com) to request an application form for a SAR.

We have information and guidance on our website <https://www.global-resourcing.com/cm/cookie> :

1. Where the request should be sent to (Postal Address)
2. Mention the 40-calendar day period
3. Give details of a point of contact

We will have a contractual agreement in place (as a data controller) with our data processors mentioned below for ensuring a 40-calendar day turnaround time:

1. Tbos
2. CNC
3. Bullhorn

Global Resourcing Ltd will do our best endeavour to follow the given timescales, and will keep the data subject informed at all times.

<b>Data Subject Request</b>	<b>Timescale</b>
The right to be informed	40 days or at point of use
The right of access	40 days
The right to erasure	Without undue delay
The right to restrict processing	Without undue delay
The right to data portability	40 days
The right to object	On receipt of objection