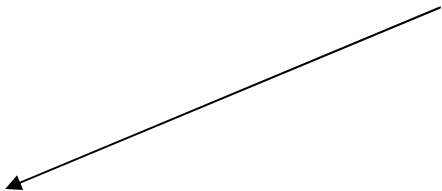


Data Subject Access Request – Process Flow.

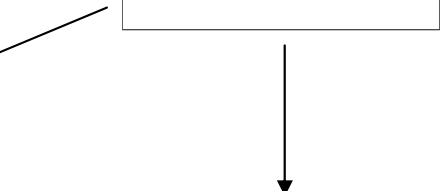
Request Received Directly specifying the Data protection Act 1998.



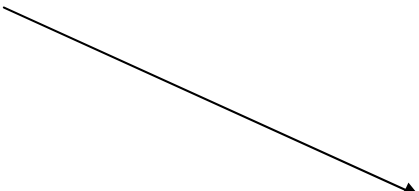
Record the date received.



- The information requested is personal data concerning the applicant only.



- The data requested is not personal data



- The information requested is personal data concerning a third party.



Forward to the Information Officer for consideration and due processing
The request must be processed, logged and dealt with under the relevant legislation (40 calendar days from receipt date to completion)



*This would not be a subject access request under the Act.
It may need consideration under different Information Access Legislation.*
Forward to the Information Officer



Forward to the Information Officer
This would not normally be disclosed.



In All cases, the Information Officer MUST be made aware.