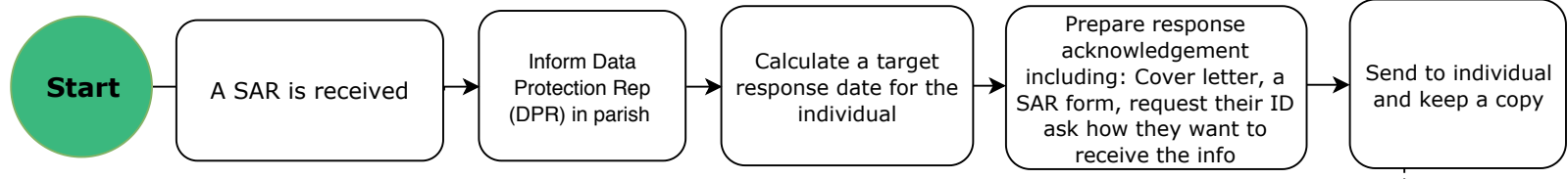


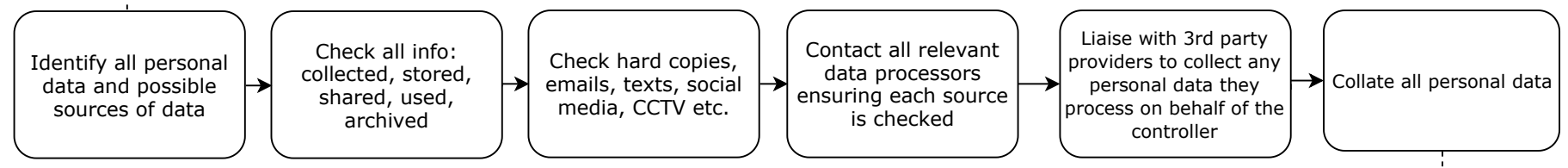
Subject Access Request (SAR) - Process Map for Parishes

Step 1: Acknowledge and Verify

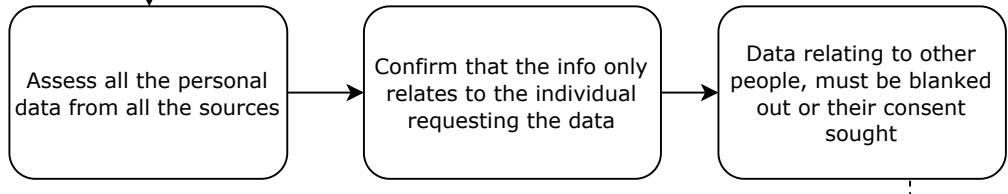


Remember!
Once the SAR is received there is a **1 month time frame** in which you must respond

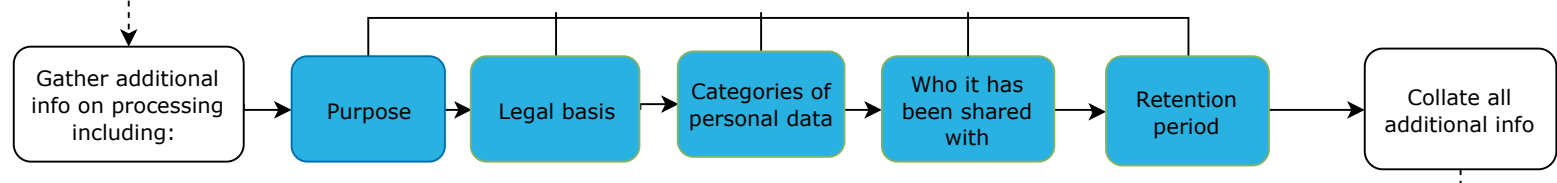
Step 2: Identify the Personal Data Held



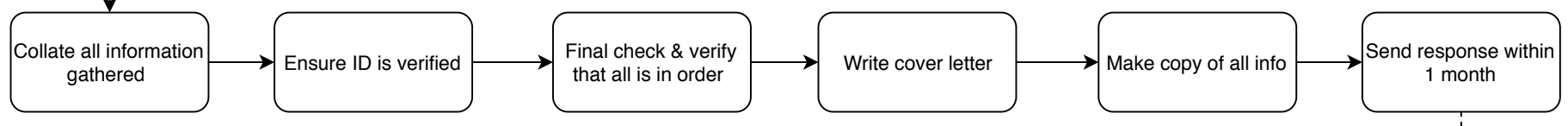
Step 3: Assessing the Personal Data



Step 4: Gathering Additional Information



Step 5: Developing your Response



Step 6: Keeping a Record

