

Subject Access Request – Process Overview

Initiation

1. A Subject Access Request (SAR) can be initiated by an individual to obtain all, or some, data held by a Data Controller (Club) about them
2. The request should be received in writing, and the Data Controller (Club) should be satisfied of the identity of the individual
3. Once received, the date and time of receipt should be recorded as well as the nature of the information requested
4. Receipt of the SAR should be acknowledged in writing to the individual
5. The GAA Data Protection Officer should be consulted (dataprotection@gaa.ie)

Assessment

1. The SAR should be evaluated and deemed to be valid or unfounded
2. If it is unfounded, the individual should be informed of the reasons why and their right to complain to the Office of the Data Protection Commissioner
3. If it is valid the SAR should be processed (Free of Charge)

Provision of Data

1. The Club's Log of Processing Activities / data inventory should be consulted to identify the locations, or possible locations of all data requested by the individual
2. All paper records should be identified and copied
3. All electronic records should be identified and extracted into standard formats (excel, Word, PDF etc)
4. Ensure the data collated does not include personal data of any other individual(s). If it does, ensure it is removed prior to the provision of the data.
5. All data should be provided to the individual within one month of receipt of the request. This should include the data requested from the individual together with a description of the purpose and legal basis for processing, the categories of personal data, any recipients of the data (third party data processors), retention periods, the location of the data concerned and individual's rights to have the data amended or deleted, and their right to complain to the Office of the Data Protection Commissioner.
6. The SAR record should be updated with details of the information provided and the time and date that it was provided.

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