**Subject Access Request (SAR) Process Map**

**Request Received**

* Request received into SAR inbox; stw.dsar@nhs.net
* Log and acknowledge within three working days.
* If information held, the Corporate and Governance team will request ID from the requester, if not already provided.
* When ID received the request to be passed to appropriate team/manager for collation of information.
* If information not held, the requester to be notified and advised where to obtain information, if known.

**Identity Checked**

* Staff Requests – Access to information contained in personnel file; ask application to complete a SAR request form detailing information required.
* Member of the Public – Complete identity check, as outlined in Appendix B.

**Seek Information**

* Staff Requests – Pass to relevant Manager for collation of records.
* Member of the Public – Request information from the relevant department/s.

**Caldicott Guardian**

* Provider of information to collate records, to identify any exemptions and complete any redactions required. This is then forwarded to the Corporate and Governance Team.
* Corporate and Governance to check records to ensure appropriate process has been followed.
* Collated records are sent to Caldicott Guardian for review and approval.

**Send Information**

* Once approval has been received from the Caldicott Guardian, information to be shared with the requester via their preferred route/method.

***Note: Caldicott Guardian signs off all public and staff Subject Access Requests.***