

PROCHAINMATRIX

Subject Access Request Policy

DOCUMENT CONTROL

Title	Subject Access Request Policy
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DOCUMENT HISTORY

Version	Date	Changes made
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1 Introduction

1.1 This Subject Access Request policy is a key component of the Prochainmatrix management framework.

1.2 It details how employees, customers, and suppliers request data that we hold on them. This policy explains how subjects can request amendments to their data and request their data to be deleted.

1.3 This policy may be supported by other policies and by guidance documents to assist putting the policy into practice day-to-day.

2 Aim and Scope of this policy

2.1 This policy defines how subjects request data that Prochainmatrix holds on them can be amended or deleted.

2.2 This policy applies to all information, data, information systems, networks, applications, locations and staff of Prochainmatrix or supplied under contract to it.

3 Procedure for Data Requests

3.1 Subjects are required to send their requests to Prochainmatrix via governance@prochainmatrix.co.uk.

3.2 Upon receipt of the request Prochainmatrix will review the request and compile all information held on the subject. The request will be logged into the Prochainmatrix company helpdesk and a unique ID will be issued for the request.

3.3 The information held on the subject will be provided to the requester within five working days via governance@prochainmatrix.co.uk.

3.4 The subject can then request for amendments to be made to their own relevant information, or for their relevant information to be deleted.

3.5 Prochainmatrix will comply where relevant with their request within five working days and send conformation to the subject via governance@prochainmatrix.co.uk.

4 Further Information

4.1 Further information and guidance on this policy can be obtained from by contacting governance@prochainmatrix.co.uk.