

## **DATA SUBJECT ACCESS REQUEST POLICY**

The GDPR introduces “the right of access” for individuals and data subjects have the right to request:-

1. Confirmation that their data has been processed.
2. Access to their personal data.
3. Other supplementary information to include details collected concerning the data subject.

Parker Rhodes Hickmotts is a data controller and will respond to data subject access requests in accordance with GDPR as follows:-

- The response to the request will be made free of charge unless the request appears manifestly unfounded, excessive or repetitive. If so, a fee will be charged. The fee will be based on the administrative costs of providing the information;
- The information will be provided without delay and, in any event, within one month of the request.

If it is not possible to respond within one month due to the request being complex or numerous, Parker Rhodes Hickmotts will notify the data subject within one month of its need to extend the deadline to three months, explaining why the extension is necessary.

Those wishing to make a data subject access request are encouraged to do so by utilising the Parker Rhodes Hickmotts Subject Access Request Form and following the Parker Rhodes Hickmotts procedure.

It is acknowledged that requests may be made electronically as well as physically.