



# Subject Access Request (SAR)

Requesting access to your personal information



# How do I make a subject access request (SAR)?

You are looking to seek copies of documents which your employer holds on your personnel file prior to participating in a formal process.

Your employer may want to rely on documents which you need to see prior to attending a formal dismissal appeal or before you participate in a performance management process or a disciplinary or grievance process.

Simply, you are entitled to a copy of all documents your employer is holding, and which they intend to rely on, in which you are named and implicated (just as you would be entitled to a copy of your medical file from your GP for example).

Look at the Company Policies and Procedures. Ask for up to date copies if you need to.

Any documents your employer holds, which you are named or implicated in, and which your employer intends to rely on through a formal process, should be shared with you in advance of any meeting. You should be given ample time prior to any meeting to consider the content of that data disclosure and prepare for a meeting.

You are entitled to a copy of any complaint which has been made about you, whether the complaint has been made by a manager, a colleague or a customer. In the teaching profession you would be entitled to a copy of any complaint made by a parent. In the Sales profession you would be entitled to a copy of any complaint made by a customer or Associate.

Although your employer should freely share this information, you may need to write to your employer and formally request it. This is called a Subject Access Request process.

Following EU-wide changes to data protection rules, introduced in the UK as the Data Protection Act 2018 (GDPR), you can make a subject access request for free. This template Subject Access Request Letter will help with your request. Please amend it to suit your situation.

**If you have any concerns call 0845 22 55 787**

# Subject access request template

## CONFIDENTIAL

*(Address this to a senior Director)*

Dear (Name of Director)

### **Subject Access Request (Data Protection Act 1998)**

Under Subject Access Request regulations I seek a copy of the following documentation.

**1.** All documents, including management file notes, documents held on my personnel file (or held by line management), minutes of meetings, hand-written management notes etc., relating to my case (Eg: my recent formal complaint/disciplinary, suspension or dismissal). I seek all documents that I am named and/or implicated in in this respect.

**2.** All e-documents held on computers in respect of the above.

When searching please use full name, surname, nickname, title etc., and consider recently deleted documents.

**3.** Confirmation of the policy you are following in my case, including; the Harassment Policy, the Grievance and Disciplinary Policy, the Absence Policy, the Maternity Policy, the Redundancy Policy, the Working Well Together Policy and Code of Conduct Policy. *(Delete the policies which do not apply)*. I also seek copies of those policies please.

**4.** Confirmation of exactly who the appointed investigator is/was in my case, their professional background/qualifications, confirmation that s/he is impartial, a copy of their Terms of Reference, details regarding their expertise and/or investigative training and copies of any/all policies they are following. I will also require a copy of my statement which I make to them, in order to approve it and I would like a copy of the investigators final Report & Recommendations on conclusion of the process.

**5.** A copy of any complaints or written concerns made by colleagues, management or clients in which I am implicated. Copies of investigation documents relating to those complaints or any historic matters that may be relevant, to include; file notes, historic statements and any minutes of meetings held in respect of the above, in which I am implicated.

**6.** A copy of any/all other documents held on my personnel file that may be relevant to my case. For example ..... *(meetings or warnings issued over the last year)*.

Yours sincerely / faithfully

*Your name in full.*



**National Bullying Helpline**  
**0845 22 55 787**

We have the experience and the expertise skilled in conflict resolution, in the community, the home, the workplace or the playground.