

DSAR (Data Subject Access Request) Policy 2023-2024



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Purpose

This Data Subject Access Request (DSAR) Policy outlines the process and procedures for individuals to request access to their personal data held by Direct Tyre Management in accordance with the General Data Protection Regulation (GDPR).

Scope

This policy applies to all requests made by data subjects to access, rectify, erase, or obtain a copy of their personal data held by Direct Tyre Management.

DSAR Procedure

Submission of a DSAR

DSARs must be made in writing via email to GDPR@DirectTyre.com

The request should include the data subject's full name, contact information, and any specific details to assist in locating their data.

Verification of Identity

To protect the individual's privacy, Direct Tyre Management will verify the identity of the requester before processing the DSAR.

Acceptable forms of identification may include government-issued ID cards, passports, or other relevant documentation.

Processing DSARs

Upon receipt of a valid DSAR, Direct Tyre Management will acknowledge the request within 72 hours.

Without delay the data will be retrieved, reviewed, and processed in compliance with GDPR requirements within 30 days unless an extension is justifiable.

Exceptions

In certain circumstances, Direct Tyre Management may be unable to fulfil a DSAR request. This may include situations where disclosing the information could infringe upon the rights of others or breach confidentiality obligations.

Response to DSAR

Direct Tyre Management will provide the requested information in a secure electronic format, unless otherwise requested by the data subject.

The response will include details of the personal data held, the purposes for processing, the categories of recipients, and any available information about the data's source.

Fees

In most cases, Direct Tyre Management will not charge a fee for fulfilling DSARs. However, in exceptional circumstances where requests are manifestly unfounded or excessive, a reasonable fee may be charged.

Review and Updates

This DSAR Policy will be reviewed periodically to ensure compliance with GDPR regulations and may be updated as necessary.