

GDPR SAR File: Sample Shell

Overview

This document is a guide to help organizations understand the structure for a SAR file (Subject Access Request), as required to fulfill the GDPR's Right of Access. This is a companion to [GDPR Stand Up Podcast Episode 16](#).

A Basic Framework for the SAR file

As your organization is preparing SAR files, make sure that at a minimum, it includes the following categories of information:

Confirm if your organization is processing personal data of the individual (Yes/No)

Provide a copy of all personal data you are processing of the individual

- ❑ Consult your GDPR Data Inventory
- ❑ Rule of thumb: If you hold the data, you are processing it and it must be included in the SAR file

Supplementary Information

The following information must be provided about personal data and is typically captured in a Privacy Notice or Privacy Policy:

- ❑ Source of data
- ❑ Business purpose
- ❑ Different categories
- ❑ Recipients of this data
- ❑ Retention period
- ❑ Rights available to individuals
- ❑ Rights available to file a complaint with a supervisory authority
- ❑ Extent of automated decision-making or profiling
- ❑ Safeguards for data shared with a 3rd country or international organization

Need Help? Are you looking for help customizing this process for your organization? Let's chat! Email me at rocio@cybersecuritybase.com