Subject Access Request Procedure

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Individual Rights

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Right in relation to Automated Individual Decision-Making including Profiling

Fulfilment Procedures

- Sales Force Fulfilment
- Oracle Taleo Fulfilment
- Oracle HCM Fulfilment
- HR hardcopy Fulfilment
- Preceda Fulfilment
- Payroll Hardcopy Fulfilment
- Moore Pay Fulfilment
- Identity (AD) Fulfilment

Process flow:

Request sent directly to Privacy Officer by external party → Request Assessed → Request Accepted? → Request Form Completed → Request Form Emailed → ... → Verify Request Fulfilment → Respond to Requestee → ● (Individual)

Request Accepted? → Respond to Requestee → ● (Individual)

Legend:

- Individual making request
- Privacy Officer
- Service Manager, Corporate
- Service Manager, Customer
- Service Manager, Group
- Service Manager, Technology Systems