

subject access request procedure

Individual making request

Privacy Officer

Service Manager, Corporate

Service Manager, Customer

Service Manager, Group

Service Manager, Technology Systems

**Fulfilment Procedures**

Identity (AD) Fulfilment

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

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Respond to Requestee

Request sent directly to Privacy Officer by external party

Request Assessed

Request Form Emailed

Request Form Completed

Request Accepted?

Respond to Requestee

Verify Request Fulfilment

Moore Pay Fulfilment

Payroll Hardcopy Fulfilment

Preceda Fulfilment

HR hardcopy Fulfilment

Oracle HCM Fulfilment

Oracle Taleo Fulfilment

Sales Force Fulfilment