



Template Staff Instructions for SAR response

Template Instructions for Staff

We have provided a template instruction sheet that you can send to staff in the event of receiving a SAR. You will need to fill in your own details such as the e-mail to send responses to and names etc.

Remember also to modify each version to match the request you have received.

Set the date required by to a week before your deadline or more to ensure you have ample time to go through the material that is found.

Request for Personal Information Under a SAR

Dear colleagues,

We have received a request for the personal information of the person below. Please read through these instructions and return any information that you hold about this person to me without delay and before the date specified below.

Thank you.

SAR Request #: 123

Requester name: Mr John David Doe

Requester e-mail: john.doe@emailaddress.co.uk

Criteria for search:

Explain here what information is being sought and give dates if they have been provided. If this is a general search, then specify 'all information held'.

Date Required By: 12th January 2020

Please output the information you have into PDF files where possible. Please take care when looking through any e-mails, again using the print function of your e-mail program, send the output to a PDF file. Do not try and forward the e-mails to me in case you accidentally send them to the requester or some other person. Sending the e-mail will also cause more copies to be created and make the request more complicated and difficult to manage.

IMPORTANT! Do not alter or delete any information on any system regardless of how embarrassing or rude it might be. We have received a request for the information under data protection law and if you now alter or delete information about the requester you will commit a **CRIMINAL OFFENCE**.