

Hamilton Ross Solicitors

Process for Data Subject Requests including SAR's

Effective Date: 25th May 2018

Overview

You have the right to request access to your personal information (commonly known as a subject access request).

This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. If you wish to do so you should follow this guidance.

You will not have to pay a fee to access your personal information. However, we are allowed under the law to charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we can refuse to comply with the request in such circumstances.

We will act upon the request without undue delay and at the latest within one month of receipt. We may extend the time to respond by a further two months if the request is complex or we have received a number of requests from the same person.

Make a SAR to Hamilton Ross Solicitors

Please contact:-

Mark McGraw

18 Anderson Street, Airdrie, ML6 0AA

reception@hamiltonross.co.uk

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