



EXERCISING YOUR DATA PROTECTION RIGHTS FROM REQUEST TO RESPONSE

STEP 1.



▶ SUBMITTING A REQUEST

A data subject submits a request to an organisation to exercise their rights under the [GDPR](#).

The request may be submitted:

- by email;
- by post;
- through an online self-service system;
- through another method provided by the organisation.

STEP 2.

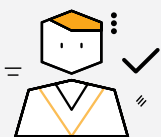


▶ REGISTERING THE REQUEST

The organisation:

- registers the request;
- assigns a person responsible for handling the request;
- starts calculating the deadline for responding.

STEP 3.



▶ VERIFYING IDENTITY

The organisation verifies the identity of the person making the request.

If there are doubts about the person's identity, the organisation may ask for additional information.

STEP 4.

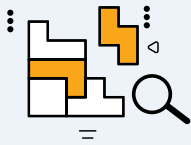


▶ ASSESSING THE REQUEST

The organisation assesses:

- which GDPR right the individual wishes to exercise;
- whether it processes the requested personal data;
- whether there are any legal restrictions on providing the requested information.

STEP 5.

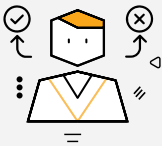


SEARCHING FOR AND REVIEWING THE DATA

The organisation:

- searches for the relevant data in its systems and records;
- reviews the data;
- anonymises third-party personal data where necessary.

STEP 6.



MAKING A DECISION

The organisation decides whether to:

- grant the request;
- partially grant the request;
- refuse the request and explain the reasons.

STEP 7.



PROVIDING A RESPONSE

The organisation provides a response and, where applicable, the requested personal data.

Time limit:

- The organisation must respond within **one month** of receiving the request.
- If the request is complex or if many requests have been received, the deadline may be extended by **up to two additional months**.
- The individual must be informed about the extension and the reasons for it.

STEP 8.



DOCUMENTING THE PROCESS

The organisation completes the process by:

- recording the decision in the register of data subjects' requests;
- retaining documents related to the request;
- ensuring compliance with the principle of accountability

REMEMBER

Under the GDPR, everyone has the right to exercise their data protection rights. Organisations must have a clear process for handling requests and must respond within the deadlines set by law.