

11 November 2024

Case reference: IC-340552-T3F8

We are now in a position to respond to your information request of 28 October.

Request

You asked us for the following:

"Subject: DSAR Procedures

I notice you have a flowchart for the request of information under FOIA (copy attached), which refers to Data protection subject access. Please can you provide copies of flowcharts, procedures, and internal guidance which concerns how the ICO meets its own obligations to respond to Data Protection Subject Access requests. If the information that is responsive to this request includes information relating to the response to other data subjects access rights, that information does not need to be removed from the response."

You provided a link to the [flowchart of request handling under FOIA](#) on our website.

We have handled your request for recorded information under the Freedom of Information Act 2000 (FOIA).

Our response

We can confirm we hold information within scope of your request for a flowchart for responding to subject access requests. This can be found on page 19 of our [Information Access manual](#) on our website.

With regards to your request for procedures and internal guidance about 'how the ICO meets its own obligations to respond to subject access requests', please find below the links on our website.

[Information Access manual](#) (pages 18-20 deal specifically with SARs)
[Request information from us](#) (this webpage includes compliance statistics)
[Annual reports](#) (includes casework information for the financial year)

The ICO publishes guidance on the handing of subject access requests for data controllers, see link below. These resources are available to ICO staff. This webpage also has a link to our ICO staff training videos about individual rights under data protection legislation.

[Subject access requests](#)

Our policies and procedures page can be found [here](#).

The published information within scope of your request is withheld under section 21 of the FOIA, which explains that we are not required to provide information in response to a request if it is already reasonably accessible to you from another source.

This concludes our response to your request. We hope you found this information helpful.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days. You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority. You can [raise a complaint](#) through our website.

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and disposal policy](#) details how long we keep information.

Yours sincerely



Information Access Team
Strategic Planning and Transformation
Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire SK9 5AF
ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice](#)