How to log a SAR using the OneTrust webform

Subject Access Requests

Under UK-GDPR we are required to keep a log of all Subject Access Requests (SARs) received into the organisation. A webform has now been developed in OneTrust for this purpose. This guide will talk you through the process of completing it.

The person undertaking the SAR should complete this form and will be expected to complete this once the SAR has been dealt with.

Guidance to support you undertaking a SAR can be found on Inside Barnardos and for further assistance, please talk to your Data Protection Manager.

The Subject Access Request (SAR) form can be found on Inside Barnardos in the Data Protection area.

When you click on the link, it will take you straight to the form.

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Welcome to Barnardo's Data Subject Access Request Register

If you have any problems completing this, please speak to your Data Protection Manager.

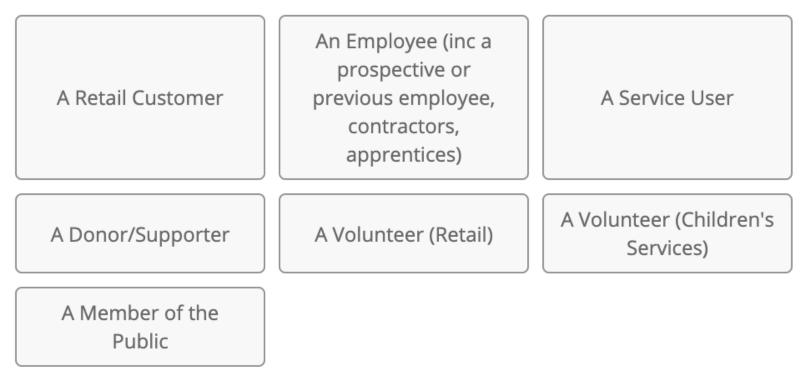* **Who is/was the data subject requesting their personal data?**

A Retail Customer	An Employee (inc a prospective or previous employee, contractors, apprentices)	A Service User

A Donor/Supporter	A Volunteer (Retail)	A Volunteer (Children's Services)

A Member of the Public

* **First and Last Name of data subject**

Any other name known as in Barnardo's (if appropriate)

* **Brief summary of request**

Please select **one** option, the below question helps to determine which Data Protection Manager is notified about the SAR.

* **Who is/was the data subject requesting their personal data?**

A Retail Customer	An Employee (inc a prospective or previous employee, contractors, apprentices)	A Service User
A Donor/Supporter	A Volunteer (Retail)	A Volunteer (Children's Services)
A Member of the Public		

The first set of questions relate to the data subject.

* **First and Last Name of data subject**

Any other name known as in Barnardo's (if appropriate)

Please write a brief summary of the SAR. You should include the nature of their request (e.g. what they are asking for).

* **Brief summary of request**

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Please select **one** of the two options for the below question:

A **data subject** is a person is asking about their own information.

A **third-party** is a person or organisation requesting information about someone else (e.g. their relative, someone acting in a legal capacity or on behalf of a public body).

* **Is this request from the data subject or a third-party?**

| Data Subject | Third-party |

If you select 'third-party', please detail the relationship of the third-party to the data subject.

The following set of questions are about you.

* Name of person completing this form

* Please select your business area:

Audit and Insurance	Barnardo's Trading Companies	Corporate Safety
Data and Insight	Finance	Fundraising
Marketing	Operating Technology	People
Policy and Research	Procurement and Commercial Operations	Property Services
Retail	Service Solutions	Children's Services
Other		

* Name of service/department

The remaining questions on the webform relate to how you dealt with the request.

The next slides will offer you advice on how to submit this webform.

Ready to submit?

If you have left mandatory questions unanswered, the submit button will be greyed out:

Once all mandatory questions are completed, the 'submit' button will be blue and you can submit:

If this is the case, please go back through to ensure you have not missed any questions.

After you have submitted, the following Thank You page will appear. You are then free to close the webpage.

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Thank You!

Your SAR has been logged!

This will now be flagged with your Data Protection Manager.
If they have any queries, they will come back to you directly.

Many Thanks!

The Data Protection Team.