# How to review a SAR on OneTrust

Believe in children

Barnardo's

February 2022

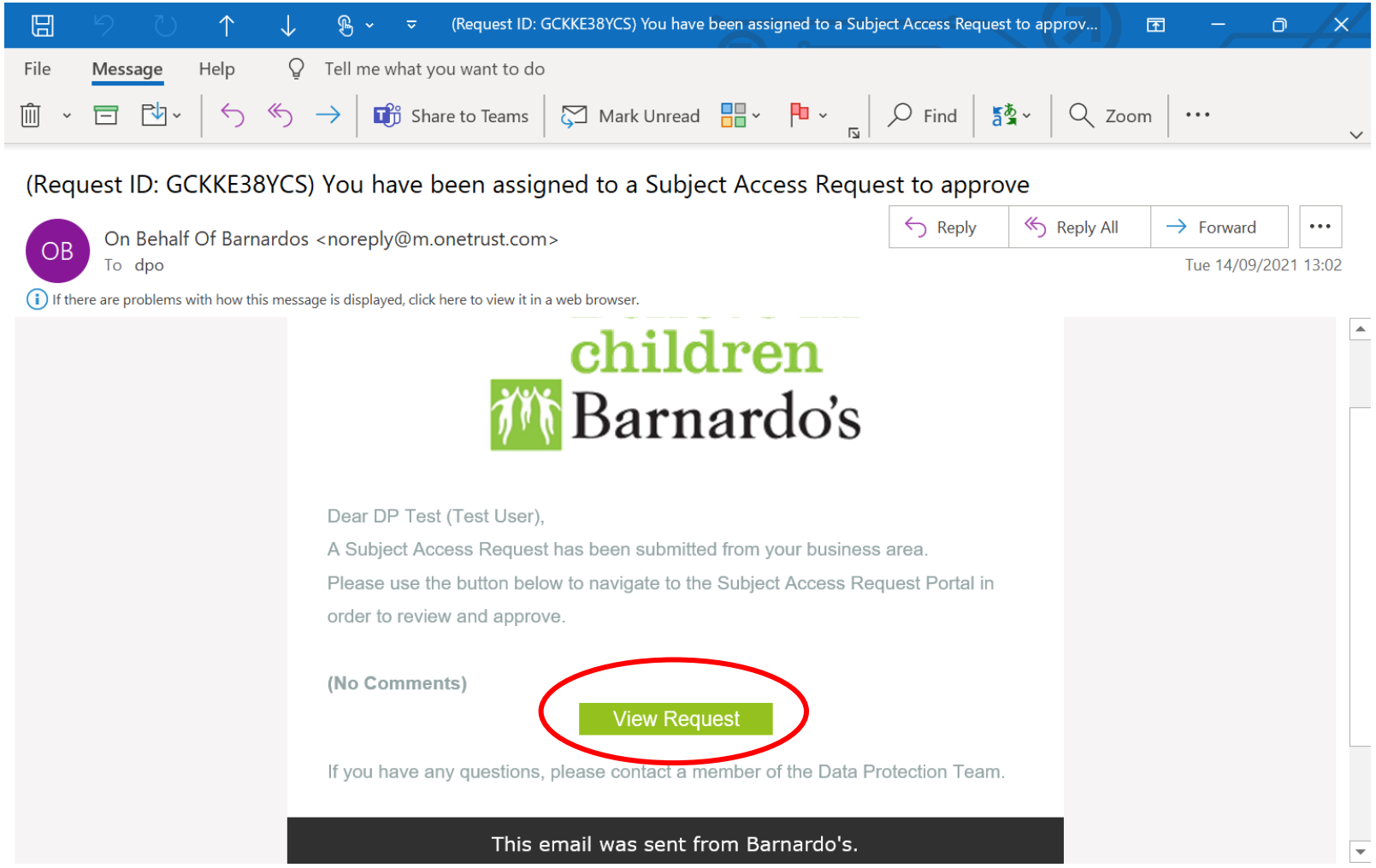
Your aim as Data Protection Manager is to have an overview of SARs being completed within your area of the business. You should consider whether the SAR responder has undertaken the task appropriately and engaged you where necessary during the process.

Was there any reason not to provide information – were you consulted?

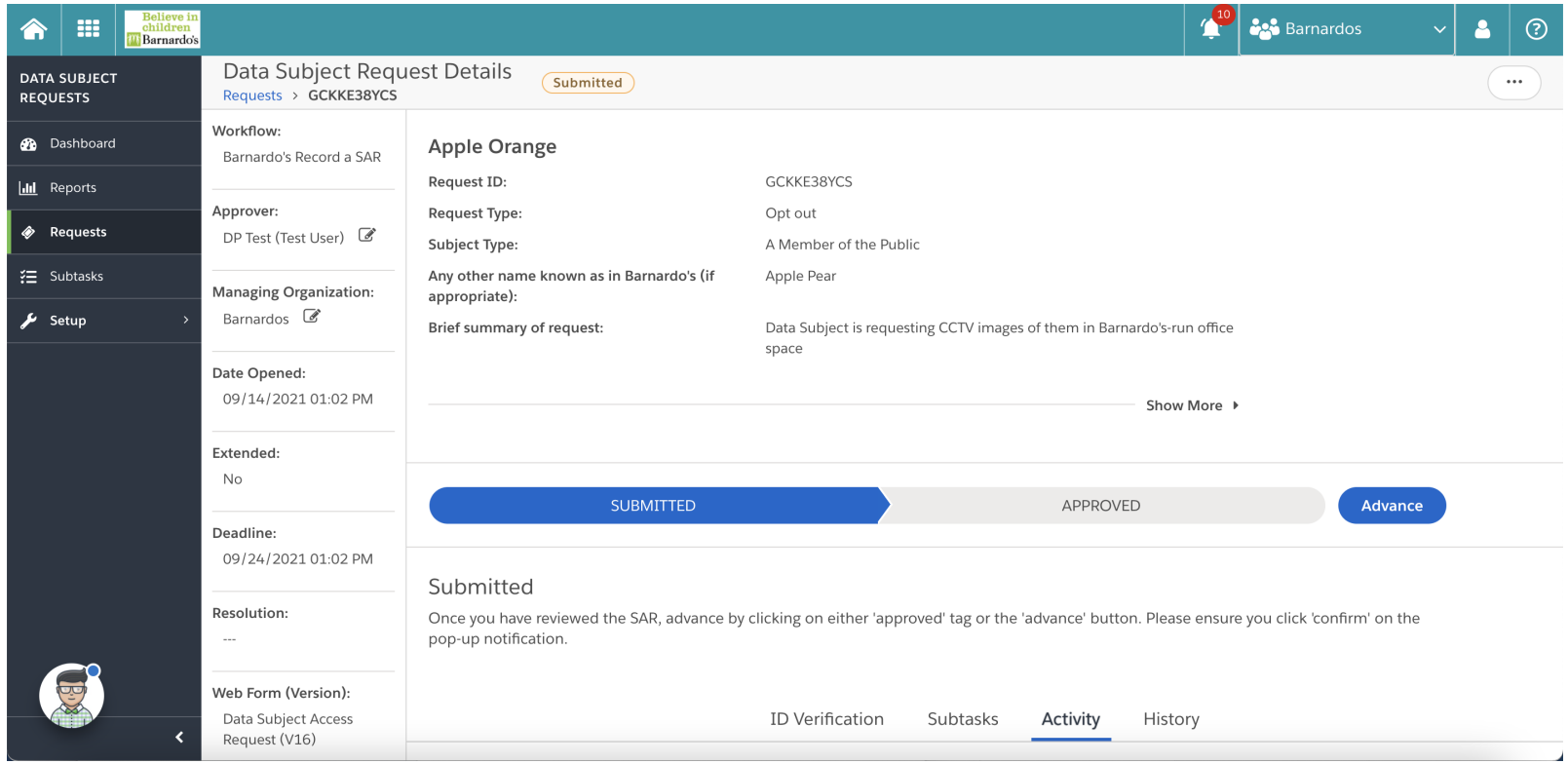
Did the SAR responder meet the deadline?

If the deadline was extended – were you consulted?

Have they provided you with enough information in the brief summary?

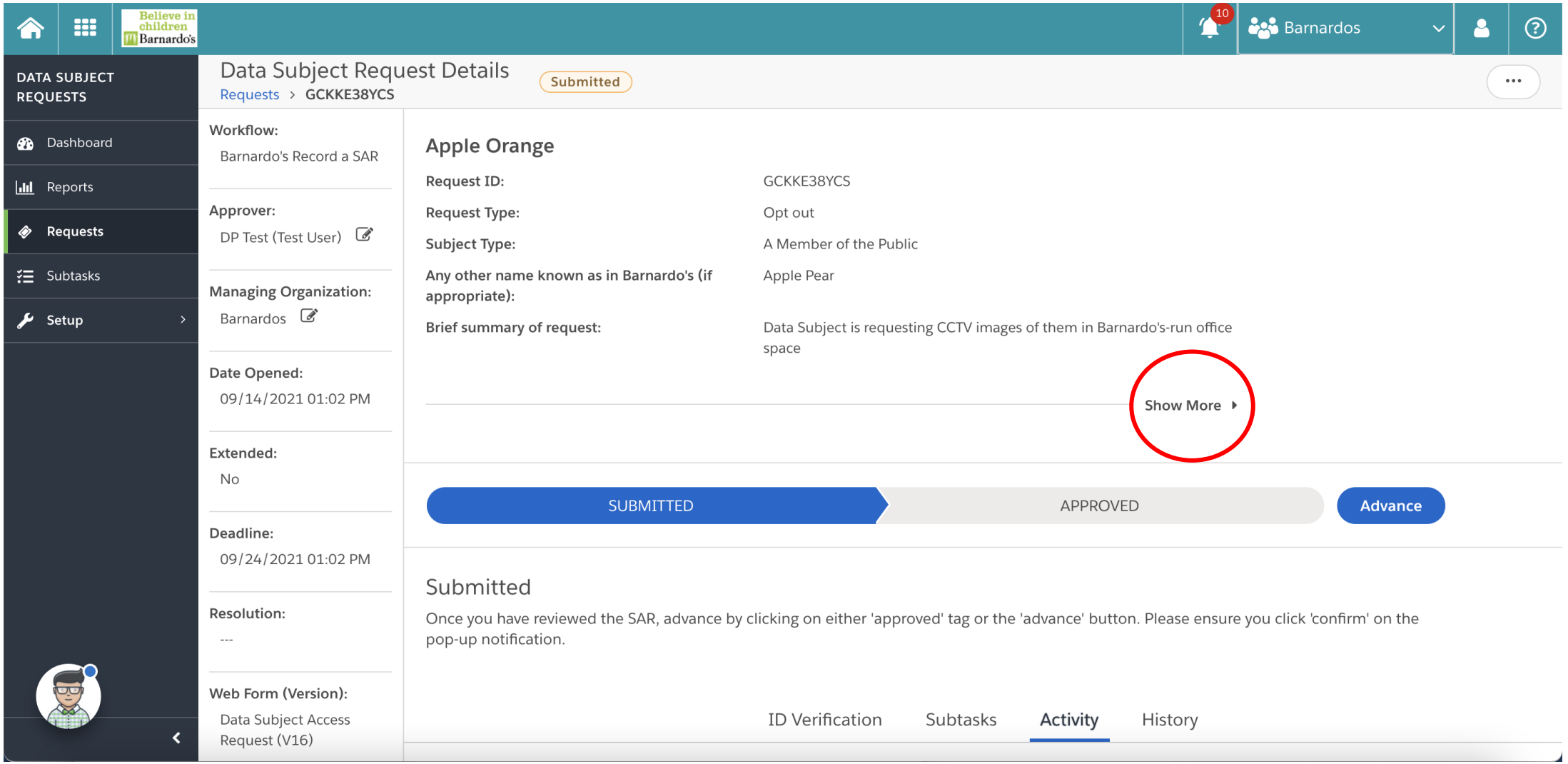



When a SAR is submitted, you will be notified via email

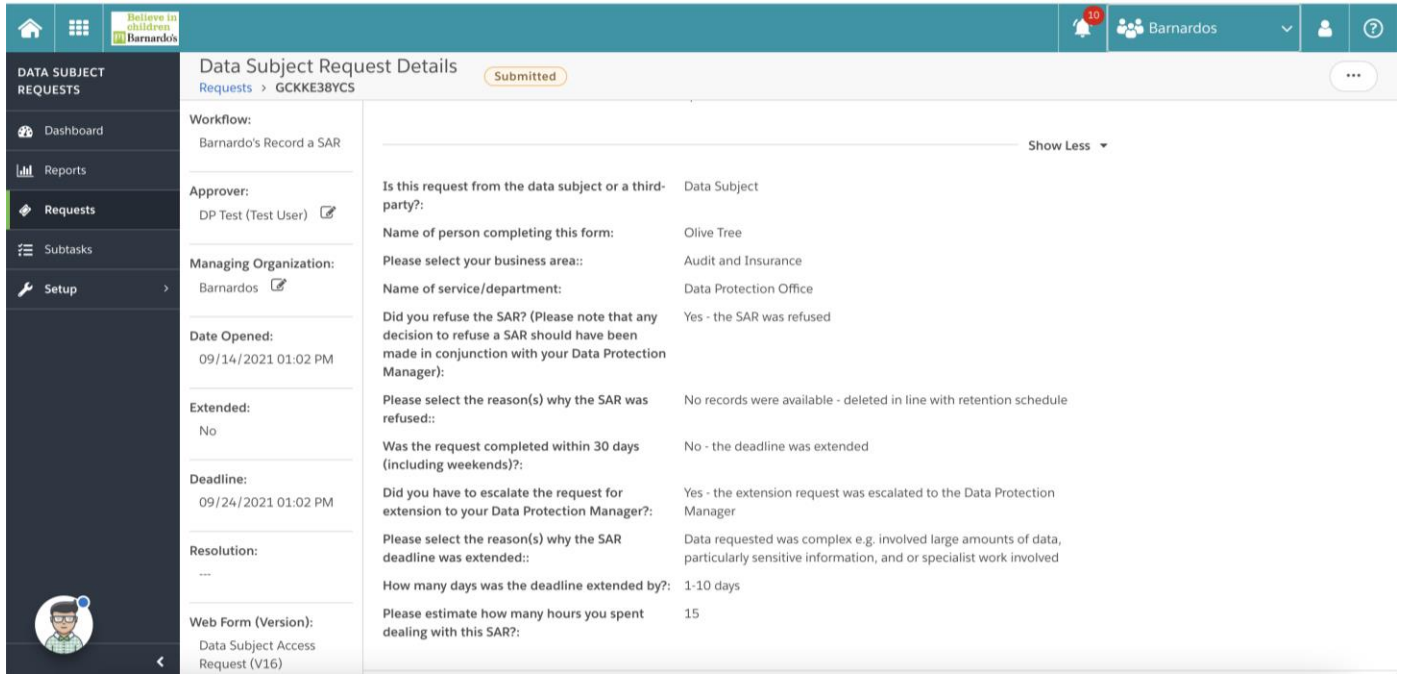



# The SAR details will appear

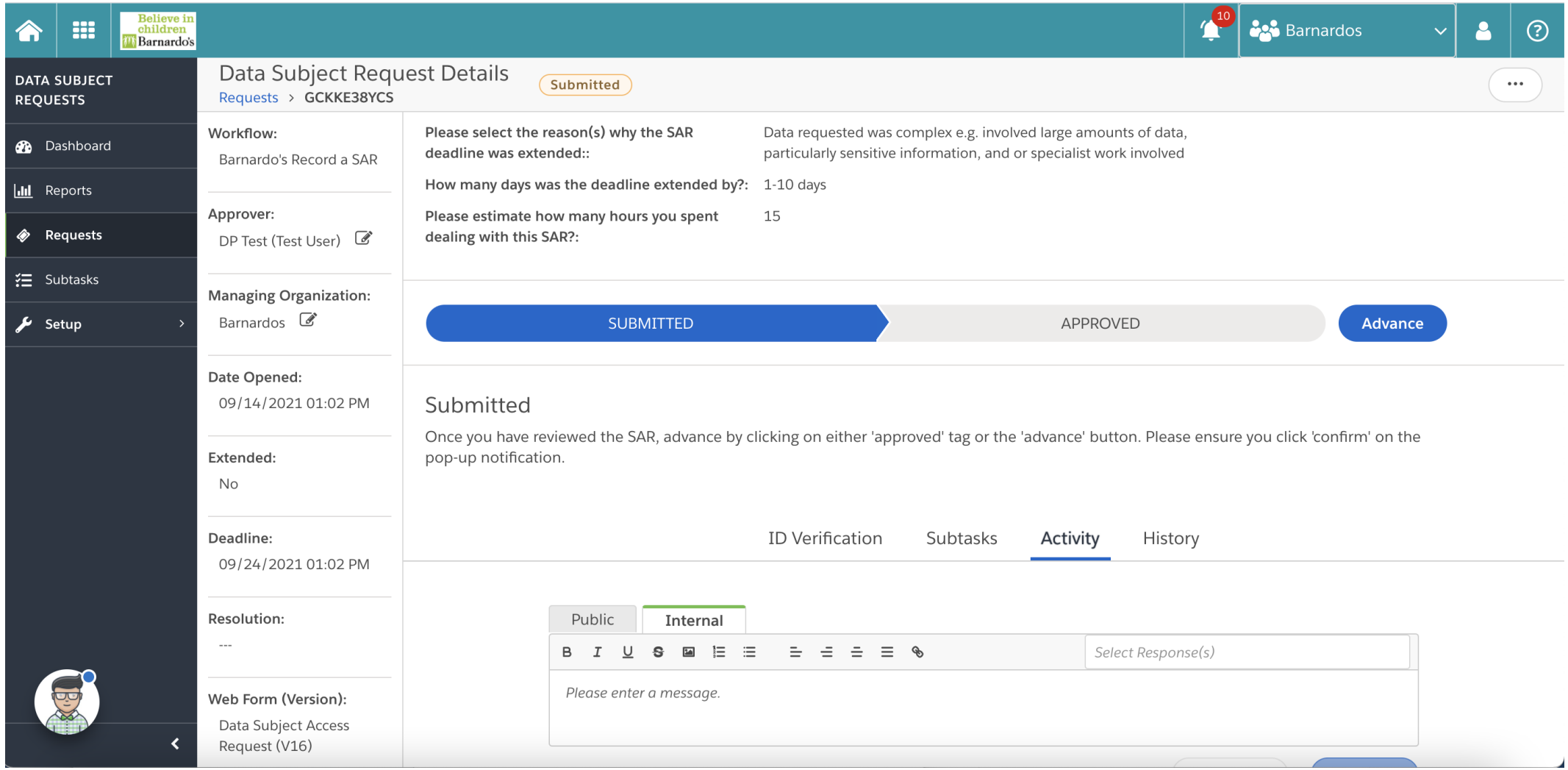
# Expand and review all details by clicking 'show more' Show More



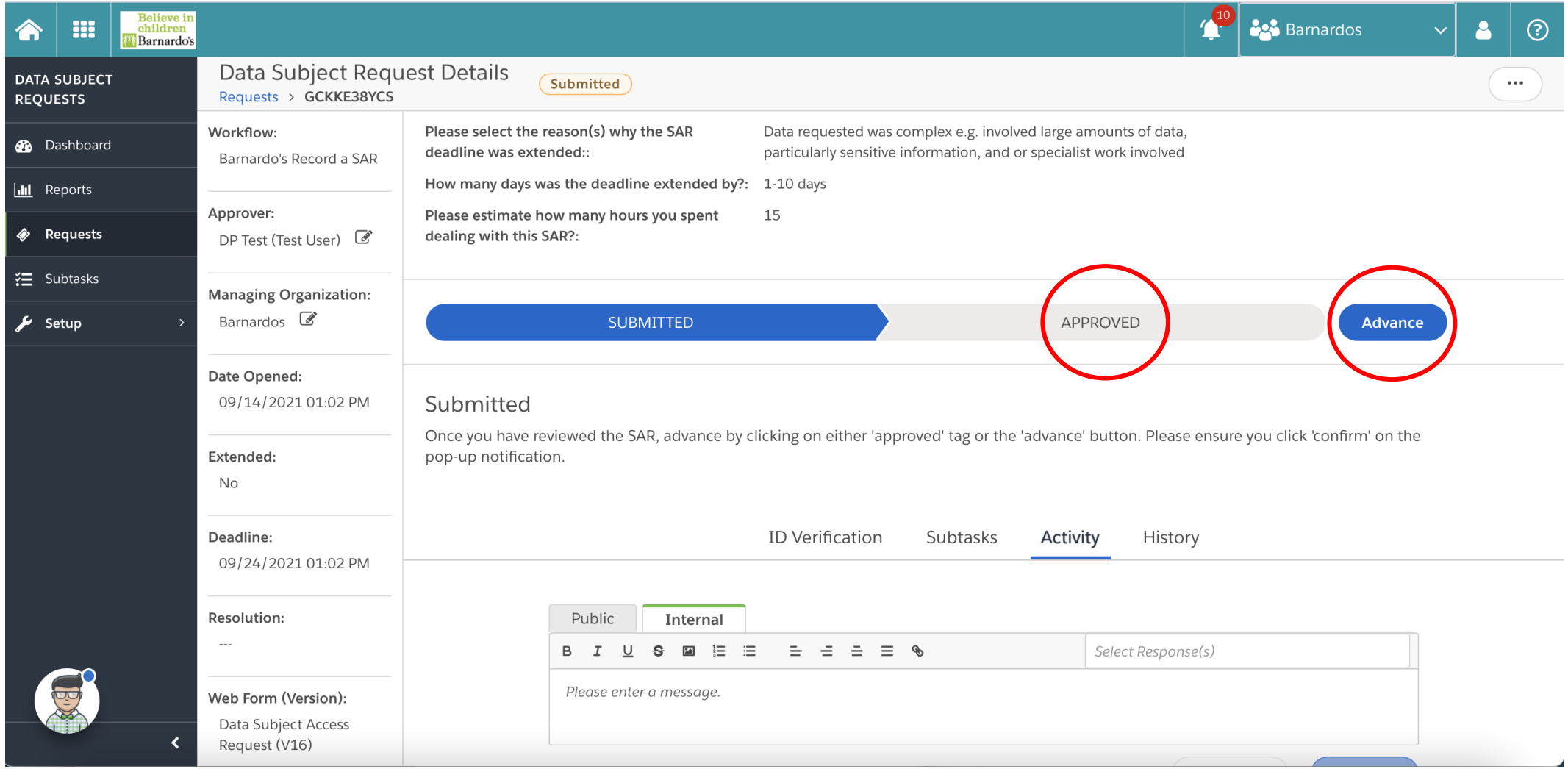
The full details will appear, you can then review



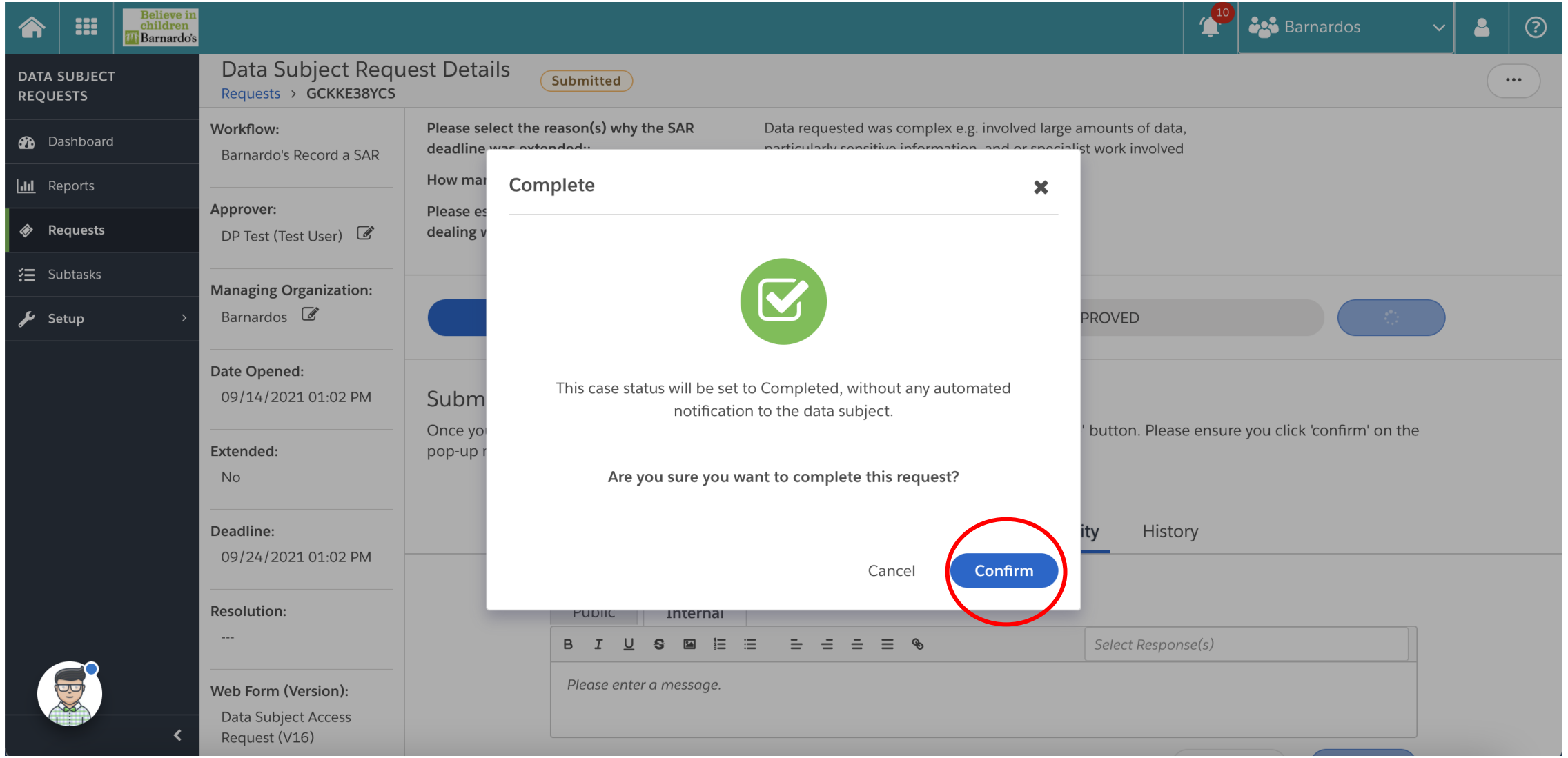
# Once you have reviewed the details, scroll down to the line where 'submitted' is highlighted in blue. This is known as a stage.



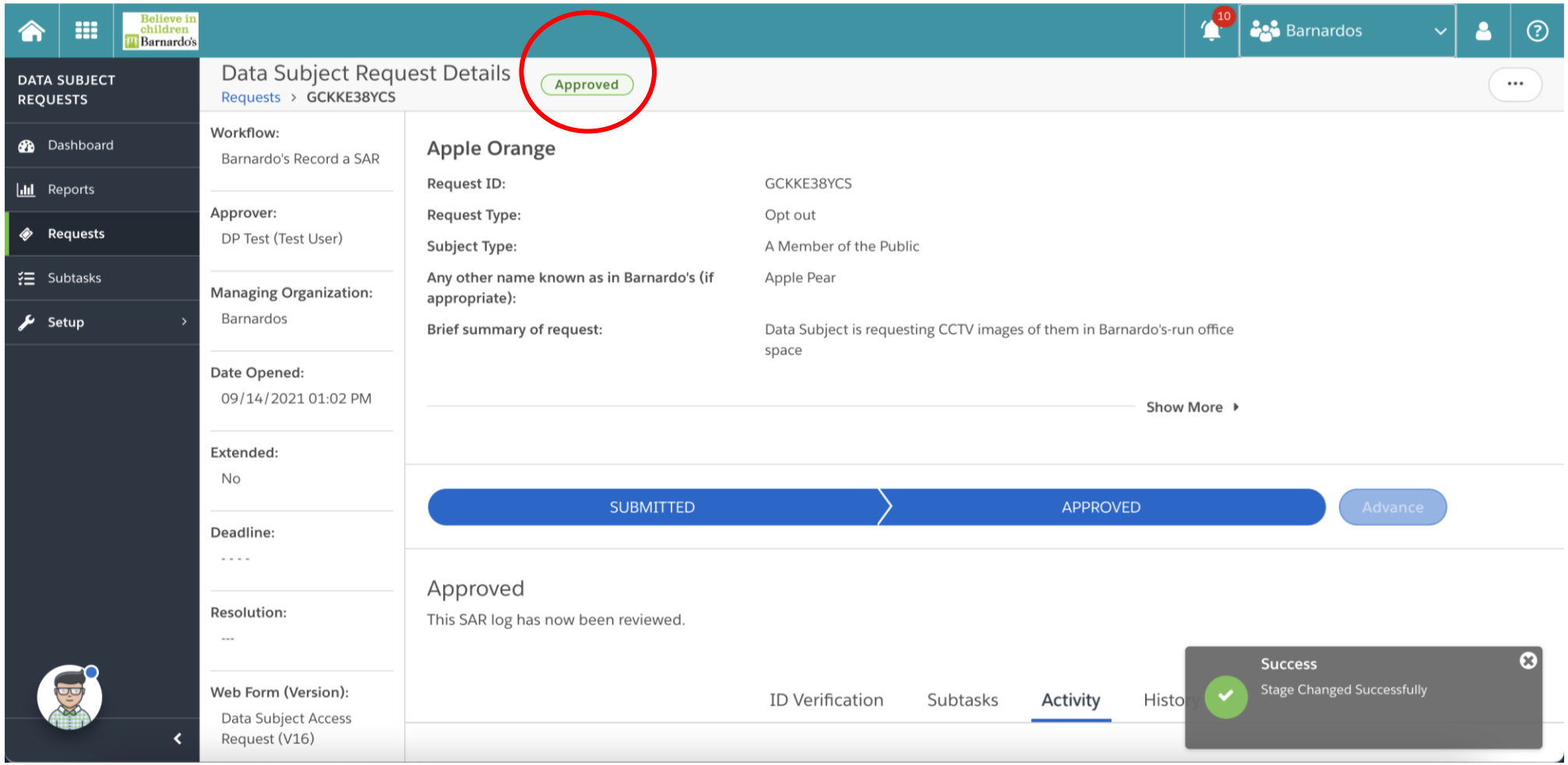
# To complete your review, you need to the progress the form to the 'approved' stage. This can be done by clicking on the 'approved' tab or 'advance'



# Click 'confirm'

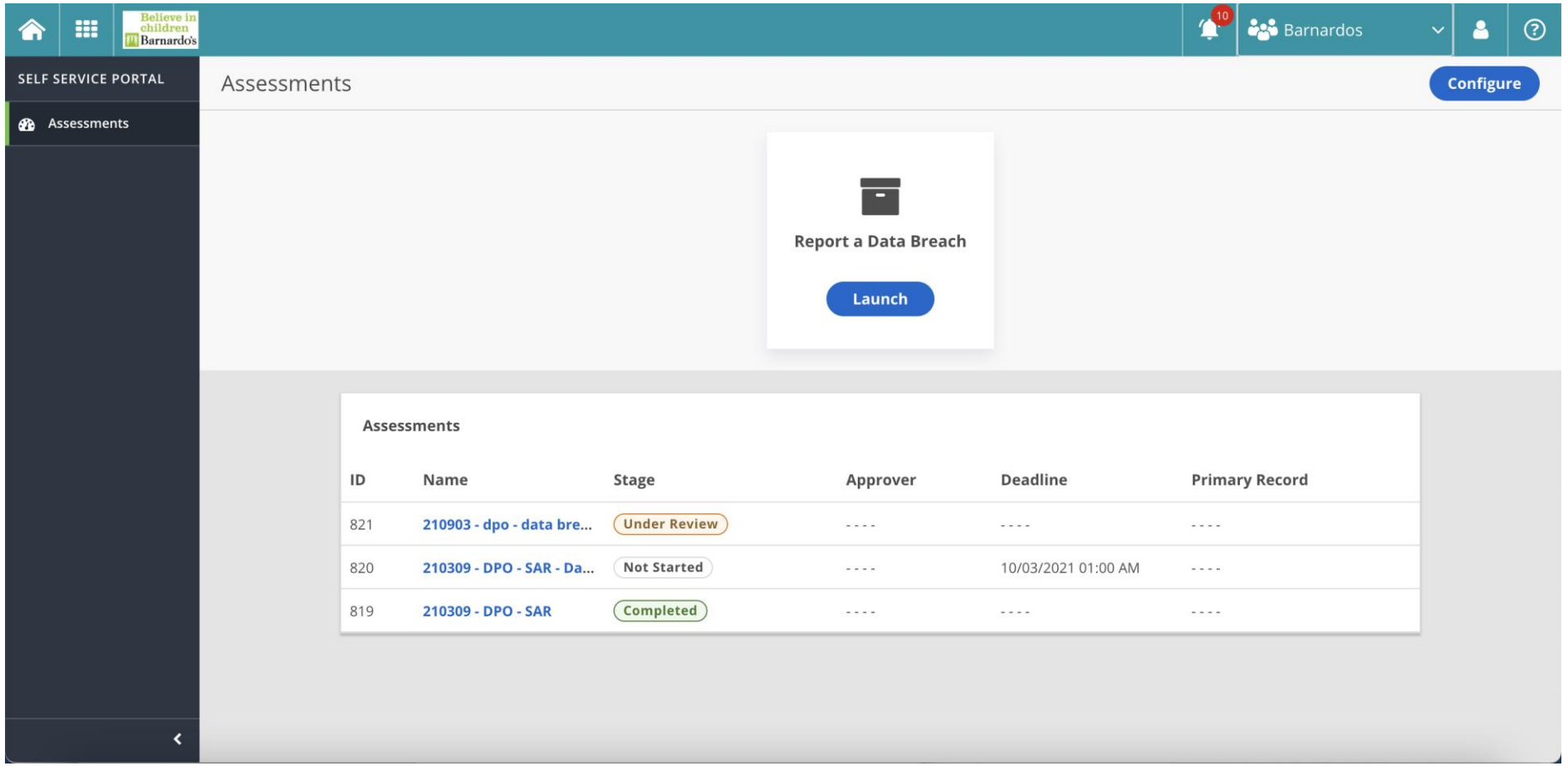


# You have finished your review of this SAR, the stage will now show as 'approved'

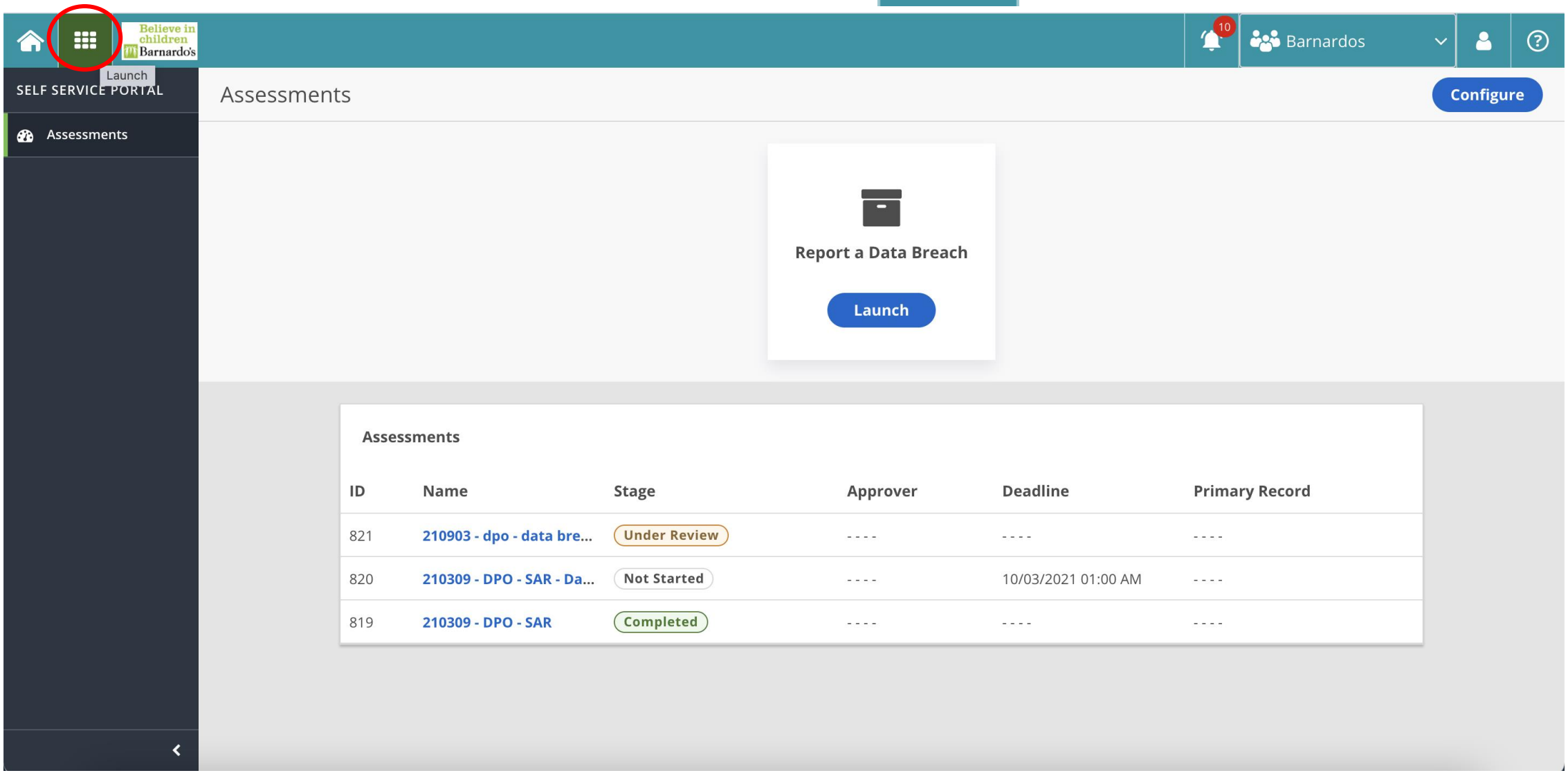


If you want to do analysis of your business area SARs through OneTrust, the following guidance will help.

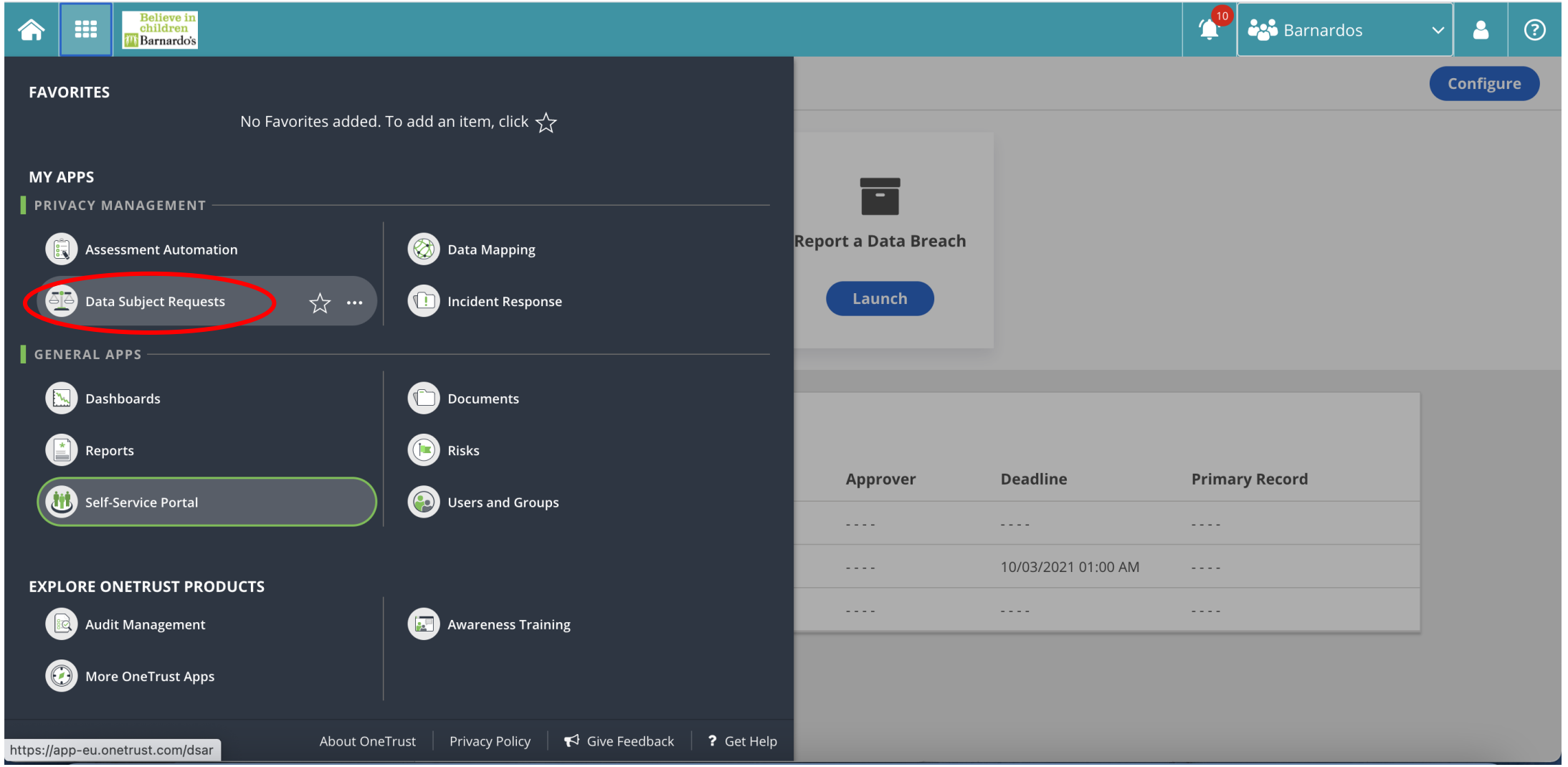
# After logging in, the self-service portal will appear first.



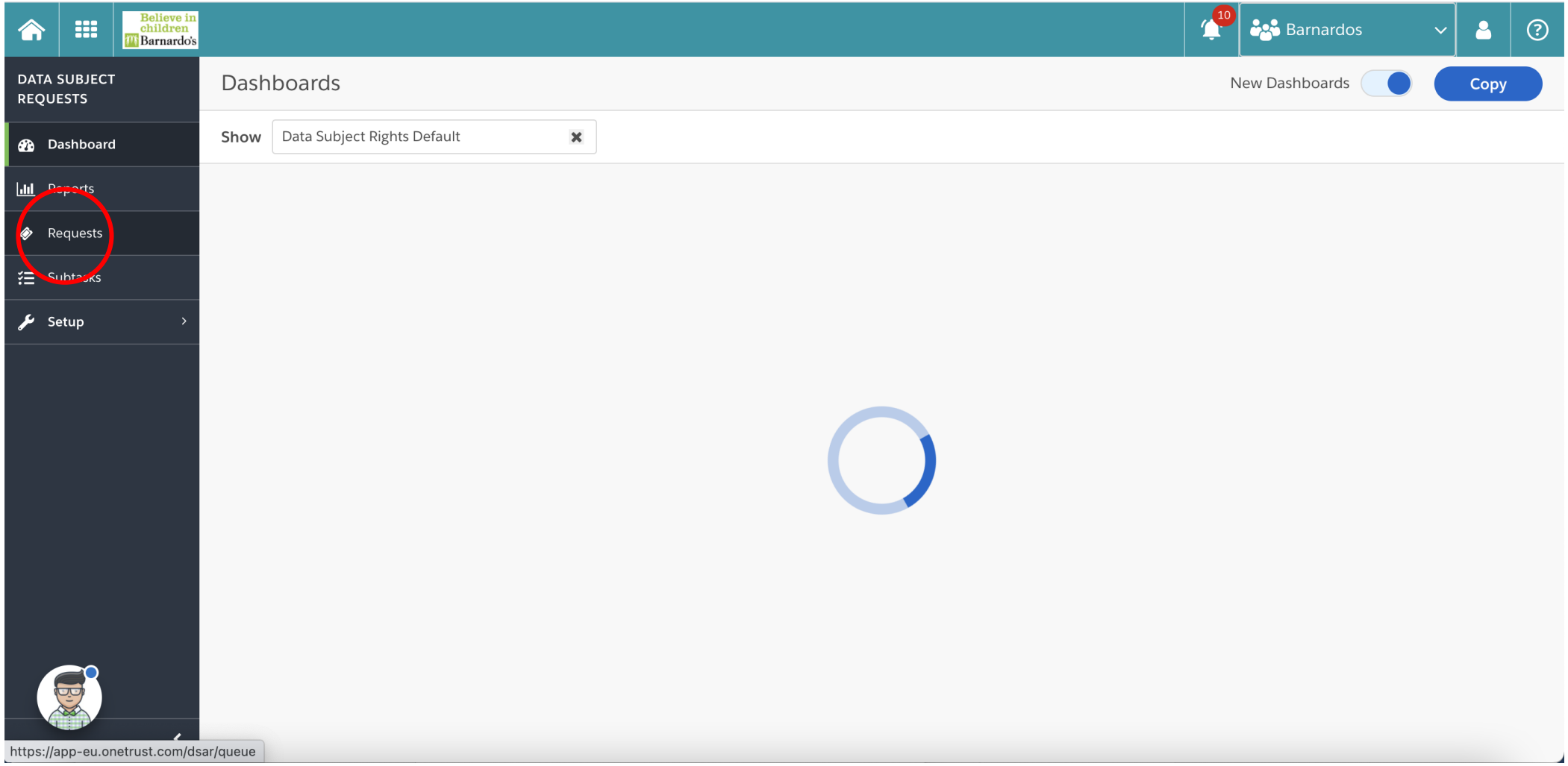
# Click the ‘module' button



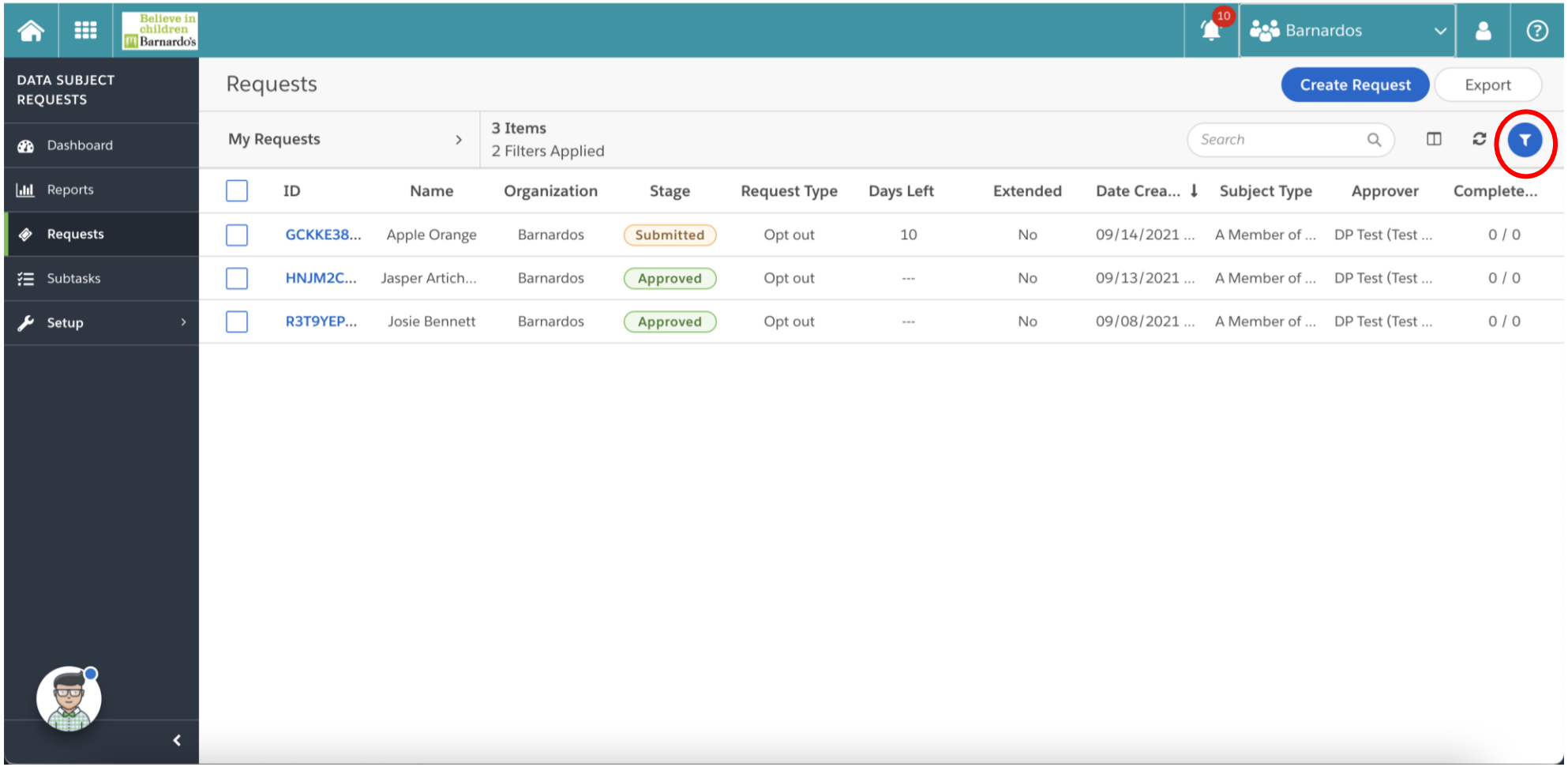
# Navigate to 'Data Subject Requests'



# Navigate using side bar to 'Requests'



This page will provide you with a list of SARs logged within Barnardo's. You will be able to filter this list by using the filter icon, to filter to your business area's 'data subject type'.

New SARs which have not yet been reviewed and completed show as Submitted

Those which have been reviewed and completed will show as Approved