

Data Subject Request Handling Policy Template

[Web Application Name]

1. Purpose

This policy establishes procedures for handling Data Subject Requests (DSRs) received by [Web Application Name] in accordance with applicable data protection laws and regulations.

2. Scope

This policy applies to all personnel, contractors, and third parties who manage, process, or have access to personal data within [Web Application Name].

3. Definitions

- **Data Subject:** An individual to whom the personal data relates.
- **Data Subject Request (DSR):** A request made by a data subject to exercise rights under data protection laws (such as access, rectification, erasure, or restriction of their personal data).
- **Personal Data:** Any information relating to an identified or identifiable individual.

4. Data Subject Rights

Data Subjects have the following rights:

- Right to access their personal data
- Right to rectification of inaccurate data
- Right to erasure (right to be forgotten)
- Right to restrict processing
- Right to data portability
- Right to object to processing

5. Procedure for Handling Data Subject Requests

1. **Receipt of Request:** All DSRs are to be directed to the designated contact point: [contact@yourdomain.com].
2. **Verification:** Identity of the requestor must be verified before processing the request.
3. **Logging:** All DSRs must be recorded in the DSR Log, including date received, type of request, and status.
4. **Assessment:** Assess the request for validity and determine appropriate actions.
5. **Response Timeframe:** Respond to the data subject within 30 days of receipt. Extensions may be permitted where complex requests are involved.
6. **Fulfillment:** Perform necessary actions to fulfill the request, where applicable.
7. **Closure:** Notify the data subject of the outcome and record the completion in the DSR Log.

6. DSR Log Example

Date Received	Requester	Request Type	Status	Date Completed

7. Responsibilities

- **Data Protection Officer:** Oversees compliance and handles escalations.
- **All Staff:** Must forward DSRs promptly and cooperate with fulfillment.

8. Review

This policy will be reviewed annually and updated as necessary to ensure continued compliance with data protection requirements.

9. Contact Information

For any questions regarding this policy, please contact: *[contact@yourdomain.com]*.