

# 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

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