ANNEX B - Data Subject Requests

Applicant requests personal information from Care Inspectorate (CI)

Request passed to Information Governance (IG) to be logged and identification will be sought if required

Request will be formally acknowledged by IG

IG will consult with key staff to process request and prepare requested data

Data will be considered under the Act and a response will be drafted by IG

Response will be reviewed , quality assured and signed off Data Protection Officer

Response will be sent by IG within one month, unless there are any delays

Prepared by: Information Governance Team

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