

# Initiating a Subject Access Request



This Quick Reference Guide provides a step by step guide to Initiating a Subject Access Request

1. Log in using your **Username** and **Password**
2. Select **Actions**
3. Select **Initiate a New SAR Request**
4. **Medical in Confidence** request will be pre-populated
5. Enter **Date & Time** of request, will be pre-populated but you can amend if different
6. Select, **Type of Consent Form** and upload **Consent Document**
7. Enter, **Employee Details**
  - Fields with a **Red Asterisk** are **Mandatory \***
8. Enter, **Employee Address**
  - Easy address match – enter the **Postcode** and select **Search**
9. Select, **Delivery Method**
  - N.B. For both post and email delivery methods you can select **Same As Manager** and this will send the SAR to them. If employee want the SAR sent direct to them leave this box unselected and input other delivery/email details
10. Upload any other supporting documents
11. Select, **Submit**
12. Are you sure you want to proceed? Select, **Yes**
13. Note down **Request ID**
14. Select, **Finish** to send the request

**Actions**

**Initiate a new SAR Request** ☆  
Click the above link to initiate a new SAR request in the system

**Training** **Subject Access Request Entry Form**  
Please fill the details below to initiate a new SAR request

**Request Details**

**Request Type\***  
Medical in Confidence (MIC)

**Request Date\***  
29/03/2017 09:00

**Request Raised By**  
Mr Line Manager

Please select type of consent form\*  
 OH Assist standard consent  Customer specific consent

**Document** **Document Type** **File Type**

No document available

[Add New Document](#)

**Employee Basic Details**

**First Name\*** **Previous First Name**

**Last Name\*** **Previous Last Name**

**Date of Birth\*** **Customer Employee ID\***

**Employee Contact Details**

**Telephone Number** **Email Address**

**Employee Home Address**

Non UK Address?

**Address Lookup**

**Postcode** **Search**

**House Number**

**Delivery Details**

**Method\***  Same as Manager

Email  Post

**Upload Documents**

**Document** **Document Type** **File Type**

No document available

[Add New Document](#)

**Submit**

This action will initiate a new subject access request. Are you sure you want to proceed?

**Request Initiated Successfully.**

**Request ID** 146 **Request Type** Medical in Confidence (MIC)

**Finish**