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Subject Access Requests

Every individual has the right to ask us for a copy of all personal information we hold about them. Under the new law, we will have four weeks to respond and we can't charge a fee. Unlike FOI, we can't refuse a request due to the time it will take to fulfil.

Once they have this information, the individual can then:

- object to how their data is being processed
- under certain circumstances, request for their data to be corrected, deleted or made portable so they can transfer it to another database
- complain to the Information Commissioner

A central team will co-ordinate the SAR (subject access request) process. Until that team is in place, if you receive a SAR, contact your data champion or [email the SAR inbox](#) immediately.

You can [email the subject access request team](#) or complete the Subject Access Request online form.

[Submit a Subject Access Request](#)

How to recognise a subject access request

Under the law, any request is valid if:

- it is made in writing (emails, tweets, Facebook posts and handwritten letters)
- it is made to a States of Jersey employee
- it is clearly a request for information

The law does not need to be quoted or mentioned. Sometimes, a SAR will be mixed up within a correspondence, such as a complaint or a job application.

Owner: Data Protection Advisor, States of Jersey Police ()

Last reviewed: 20 May 2021