



Data Subject Rights Procedure

SeguraTech Ltd

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Purpose

This procedure explains how SeguraTech Ltd handles requests relating to individual data protection rights under UK GDPR.

Rights covered

This procedure covers the right of access, rectification, erasure, restriction of processing, objection to processing, data portability, and withdrawal of consent where applicable.

How requests are made

Requests may be made by email, website contact form, messaging platforms, phone, or verbally.

A request does not need to mention data protection law to be valid.

Identity verification

Reasonable and proportionate steps are taken to verify the requester's identity before any personal data is disclosed.

The level of verification required depends on the nature of the request and the sensitivity of the data involved.

Timeframes

Requests are handled within one calendar month from verification of identity.

Where a request is complex, this period may be extended in line with legal requirements. The individual will be informed if an extension is required.

Handling requests

Requests are assessed against legal obligations, contractual requirements, and the rights of other individuals.

Where a request cannot be fully complied with, the reasons are explained clearly.

Record keeping

All data subject rights requests, actions taken, and outcomes are logged internally to demonstrate compliance and accountability.

Complaints

If an individual is unhappy with how their request has been handled, they have the right to complain to the Information Commissioner's Office.