HOWES PERCIVAL

Life more sure.

Employee DSAR Support



Taking the pressure out of data subject access requests

Employee data subject access requests (DSARs) can be one of the most time-consuming and disruptive challenges faced by HR teams. What may appear to be a straightforward request can quickly develop into a complex exercise involving large volumes of emails, documents, instant messages and personnel records, all whilst strict statutory deadlines continue to run.

Our specialist data protection lawyers help employers manage employee DSARs from start to finish, reducing the burden on HR and internal teams, while ensuring requests are handled lawfully, proportionately and efficiently.

What's Included

1. Initial Assessment and Strategy

- Review and advise upon the scope and validity of the request.
- Advise on clarification where appropriate.
- Assist in identifying key custodians and key word searches.

2. Data Review and Management

- Review documents, emails, HR records and other personal data.
- Identify responsive information.
- Manage large and complex data sets effectively.

3. Redaction and Third-Party Data

- Identify third-party personal data.
- Carry out and advise on necessary redactions.

4. Exemptions Analysis

- Consider and apply available statutory exemptions.
- Advise on legally privileged material.
- Assess confidential references, management information and other potentially exempt data.

5. Response Preparation

- Prepare documents for disclosure.
- Draft response letters.
- Support communications with the requester and their representatives.

6. Ongoing Support

- Advice on contentious employee requests.
- Support where grievances, disciplinary processes or litigation are ongoing.
- Assistance with internal and ICO complaints.

Why Choose Us?

- **Specialist Expertise:** Employee DSARs frequently sit at the intersection of data protection and employment law. Our lawyers understand both.
- **Reduce Internal Burden:** Let your HR and management teams focus on running the business while we manage the legal and compliance process.
- **Practical Advice:** We take a pragmatic approach designed to reach an appropriate outcome without unnecessary cost or complexity.
- **Defensible Decision-Making:** We help ensure your approach can be justified if later scrutinised by the ICO or a tribunal.
- **Flexible Support:** We can assist with individual stages of the process or manage the entire request from receipt through to response.
- **Certainty on Pricing:** Our employee DSAR support is available on a fixed-fee basis wherever possible.

Fixed Fee Employee DSAR Support

We recognise that one of the biggest unknowns in any DSAR is the volume of material that requires review.

For that reason, we offer fixed-fee support tailored to the likely size and complexity of the data pool. Following an initial discussion, we will agree a scope of work and a fixed fee based on the anticipated volume of documents and data requiring review.

Typical Triggers for Employee DSARs

Employee DSARs commonly arise alongside:

- Grievances
- Disciplinary processes
- Performance management concerns
- Redundancies and reorganisations
- Whistleblowing complaints
- Disputes involving former employees
- Potential Employment Tribunal proceedings

Obtaining specialist advice early from a combination of data protection and employment law specialists can often reduce costs, minimise disruption and help avoid unnecessary disputes later.

Key Contacts



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