

DSAR FAQs for Employees, former employees and candidates



A Data Subject Access Request, known as a DSAR, is just a written request made by an employee, former employee or a candidate to their employer, former employer or future employer for personal data information and process.

How do I know what form to fill in?

Please fulfil the relevant form to the request you would like to raise. Please look at the questions below for more information on each of the DSAR rights.

Does Colt needs an identification document for processing any DSAR request?

Yes, an identification document is needed in order to verify the identity of the requester.

What classifies as a proof of identification?

You as the data subject raising the request must provide a valid identification. For example; an employee number, Passport photo, any identification form filled out or other methods of identification.

What must I provide to exercise my rights?

You must provide the form fulfilled in accordance with your request, an identification document and all other documentation and data that supports your request or enables the company to take a decision as well as the website in which you want to exercise your right to be forgotten if applicable.

What is the Right of Access?

The Right of Access is when the data subject would like information on whether their personal data is being processed, which data is processed, the purpose of processing this data and also the origin of this data.

What is Right to Rectification?

Through this right you can ask to get your data modified if your personal data is incomplete, inaccurate or has changed.

An example of this would be if the information about you in MYHR states that your age is 52 when your age is 35, you will be able to execute the right to update the information and make sure the data is up to date.

What is Right to Erasure?

The right to erasure allows you to erase and delete your personal data, when the data is unsuitable or excessive. The right to erasure is also known as 'the right to be forgotten'. You need to include in the form the website or tool which includes your personal data to be erased. The right is not absolute and only applies in certain circumstances.

What is Right to Restrict Data Processing?

The right to restrict data processing allows you to request the data controller that they temporarily stop processing your data and transfer your data to other processing centres, preventing you from accessing selected personal data, temporarily withdrawing published data when it is published on a website, implementing blocking measures, so that the restricted personal data cannot be accessed.

You have the right to restrict the processing of your personal data, if you have a legal reason for wanting the restriction.

What is Right for Data Portability?

The right to data portability allows you, when you have provided Colt with personal data concerning yourself to receive your personal data and to transfer it to another controller in a structured, commonly used, machine-readable and interoperable format.

When you are set up on a social media and you would like to transfer all of your data and photos to another social network company, you can ask the existing company to transfer all of the data and photos to the database of the new social network company. The same happened with the bank or with your Health Insurance Company.

What is Right to Object to Personal Data Processing?

The right to object to personal data processing allows you to object to the processing of your personal data in specific circumstances. Individuals have an absolute right to stop their data being used for direct marketing. Individuals have a "NON" absolute right, which means that Colt will need to make an assessment if the processing is for:

- a task carried out in the public interest;
- the exercise of official authority vested in you; or
- your legitimate interests (or those of a third party).

For example, when you buy tickets to go to an event and after the event you get spammed with emails and phone calls from the tickets sellers, telling you about other upcoming events. You can contact the ticket sellers to no longer receive any emails. Once you do the ticket sellers should stop processing your data straight away otherwise they are infringing your subject rights.

What is Right to Object to Automated Individual Decision Making?

The right not to be subject to automated individual decision-making entitles you not to be subject to decisions that affect you on the basis of automated data processing including profiling.

Who can I contact if I have any questions about fulfilling the form?

If you have any questions or queries about fulfilling the one of the forms, please get in touch with the HRContactCentre@Colt.net with any questions you may have.

What happens if I want to raise a complaint about the way my data is processed?

Please fill out the complaint form. If you have any questions or queries about fulfilling the complaint form, please get in touch with the HRContactCentre@colt.net