

Undergraduate Diploma in Business Administration: Intake April 2024-February 2026

Assessment Task: One (1) Group presentation based on the question below	
Module: <i>Managing Data and Its Implications</i>	Tuition Centre: 21 Academy License Number: 2018-017
Level: Award MQF Level 5	Date:
Student Names:	Student Numbers: (same line)
Presentation Date: 28 March 2026	
<p>Task The purpose of this assessment is to develop an understanding of what was learnt during the module in particular with respect to data management within an organisation.</p> <p>Note This assessment provides students with an opportunity to explain the different aspects of data management and its implication.</p> <p>Note <i>You should plan to spend approximately 20 hours researching, reviewing the course slides, planning and designing the presentation. You are expected to select the Harvard Referencing Style if you are using any sources for the information being given in the presentation.</i></p> <p><i>Each individual student should also present a Reflective Notes template in Word Format or pdf format about this presentation.</i></p> <p><i>The presentation should be 20 minutes long and students will be expected to answer questions made by the students in class as well as the tutor.</i></p>	
<p>Question: Prepare and deliver a presentation that explains what a Subject Access Request (SAR) is under the General Data Protection Regulation (GDPR) and why it is important for both individuals and organisations.</p> <p>Your presentation must also include a clear, step-by-step procedure that a business should follow from the moment a Subject Access Request is received until the data subject receives a copy of the requested personal data.</p> <p>Make sure your procedure covers the following among others:</p> <ul style="list-style-type: none"> How the request is identified and recorded How the identity of the requester is verified How the request is assessed and clarified (if necessary) How the relevant data is located and reviewed 	

- How exemptions or third-party data are handled
- Time limits for responding
- How the information is securely provided to the data subject
- Record-keeping and documentation of the process

Present your steps in a logical sequence and use a visual aid (such as a flowchart) to clearly show the full process.

By submitting I confirm that I have been authorized by all the students in the group to acknowledge that the presentation is our own work	
Mark:	Student (first in list above) Signature: <main assessor>
Date	Signature: <quality assurance>