



DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Subject Access Request Policy
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Creator	Joanne Lowe – Parish Clerk
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Introduction

Under the GDPR, any person (referred to throughout as the data subject) for whom the Parish Council holds personal data has the right to request information about the personal data held. This policy specifies how Stanton under Bardon Parish Council will handle a subject access request (SAR) from a member of the public.

SAR Procedure

The Clerk to the Council will process any SARs that are made. SARs can be made by any individual through the Parish Councils Subject Access Request Form (available to download on the Parish Councils website) and are to be sent to the Clerks email address or to the Parish Office. The form can also be used for individuals to apply to data restriction and data deletion requests as well.

The Clerk will maintain a log of the location of personal data to ensure that personal data is easily accessible at all times and can be deleted once the purpose of obtaining it has been fulfilled.

On receiving a SAR, the Clerk will respond confirming that they have received the request and will direct the person to this policy so that they are aware of the procedure. The Clerk will also forward the request to the Chairman of the Parish Council.

The Clerk will then do the following:

- Verify who is the controller of the data subject's personal data. If the applicant is not a controller but merely a processor, the Clerk will inform the data subject and refer them to the actual controller.
- Verify the identity of the data subject by requesting any further evidence on the identity of the data subject.
- Verify the access request - is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not, the Clerk is required to request additional information.
- Verify whether requests are unfounded or excessive (in particular because of their repetitive character). If deemed to be the case by the Clerk, it may be refused or a charge applied to a reasonable fee.
- Promptly acknowledge the validity of the SAR and inform the data subject of any costs involved in the processing of the SAR. The Clerk will ensure that a response to the SAR will be provided within one month of accepting the SAR as valid.
- Process the data requested by carrying out a full and exhaustive search. If the Parish Council do not process any data, the Clerk will inform the data subject accordingly.

Accepted Documents that provide proof of identity

The Parish Council will need to obtain copies of documents that prove the requesters identity. The following documents are acceptable for proof of identity

(* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- HMRC Tax Credit Document*
- Local Authority Benefit Document*
- State/Local Authority Educational Grant Document*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

If the data requested also involves data on other data subjects, the Clerk will make sure this data is filtered before the requested data is supplied to the data subject. If data cannot be filtered, the Clerk will ensure that other data subjects have consented to the supply of their data as part of the SAR.

The Clerk will aim to provide a response to a SAR within one month after the request is acknowledged as valid, however, If more time is needed to respond to complex requests, an extension of another two months is permissible provided this is communicated to the data subject in a timely manner within the first month. If the Parish Council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.

What will be included in the SAR response?

The Clerk will ensure that the following information is included in the SAR response:

1. the purposes of the processing;
2. the categories of personal data concerned;
3. the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;

4. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
5. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
6. the right to lodge a complaint with the Information Commissioners Office (“ICO”);
7. if the data has not been collected from the data subject: the source of such data;
8. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
9. Provide a copy of the personal data undergoing processing.

Complaints

If the person is not happy with the management of the SAR then this will be managed as a complaint against the Council and referred to the ICO for their consideration.



Stanton under Bardon Parish Council

Subject Access Request Form

To request to see your records, please complete this form and then send the completed form to the Clerk at subparishcouncil@gmail.com or post to Parish Offices, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, Leicestershire, LE67 9AE.

To ensure proper security, the Parish Council must be sure of your identity before complying with the subject access request. To confirm your identity, we need to see an official document with a photograph, such as a driving licence or a passport.

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as your proof of identity. If you have legal authorization to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorization to evidence it.

We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

1. Details of person making the request	
Title	
Name	
Any other names that you have been known by	
Date of Birth	
Address	
Telephone Number	
Email	
2. Are you requesting information about yourself?	
Yes	Please go to section 4
No	Please go to section 3 If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required.
3. Details of the data subject (if requesting data on behalf of someone else)	
Name	
Any other names that you have been known by	

Date of Birth	
Address	
Telephone Number	
Email	
Relationship to data subject	
4. Describe the information you are requesting	
<p>If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can</p>	
5. Declaration	
<p>I declare that the information given on this form is correct and true</p> <p>Name</p> <p>Date</p> <p>Signature</p>	