

SUBJECT ACCESS REQUEST PROCEDURE

A Parish Council Subject Access Request (SAR) Policy, mandates compliance with UK GDPR, requiring the council to provide individuals with their personal data within one month of request. Valid requests can be verbal or written, and the policy ensures identity verification and secure data sharing. Individuals are entitled to copies of their personal data, including information on processing purposes, third-party sharing, and retention periods.

SARs are free, unless a request is manifestly unfounded or excessive.

Procedure

Validate Request: Must be confirmed in writing and provide enough information to locate data.

Verify Identity: The council may ask for identification (e.g., utility bill, bank statement) to prevent unauthorized disclosure.

Locate Data: Determine where records are held.

Electronic Format: If a request is electronic, information should preferably be provided electronically.

Verification Period: If ID is required, the one-month deadline may be extended by the time it takes to receive that ID.

Screen for Exemptions: Certain data may be exempt; legal advice should be sought if necessary. Common exemptions include:

- References
- Publicly available information
- Crime, legal, or regulatory information
- Third-party personal data
- Redact Third-Party Information: If necessary.
- Prepare Response: Include:
 - Purpose(s) of processing
 - Categories of personal data
 - Recipients or categories of recipients
 - Retention period
 - Data subject rights

- Right to complain to the ICO
- Source if not collected from the data subject
- Any automated decision-making details
- Copy of personal data

Log SARs: Record receipt date, requestor identity, summary, compliance, and response date.

Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk</i>		
Signature of Chair		Date: 19th January 2026
Signature of Clerk		Date: 19th January 2026

Version	Purpose	Author	Date	Minute Ref
1	Initial Draft	LSS	06/03/2018	NCalc
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