



AUDLEM PARISH COUNCIL SUBJECT ACCESS REQUESTS POLICY

1. On receipt of a subject access request this must be forwarded immediately to the Clerk
2. The Parish Council must correctly identify whether a request has been made under the Data Protection legislation
3. The Clerk, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.
4. All the personal data that has been requested must be provided unless an exemption can be applied.
5. The Parish Council must respond within one calendar month after accepting the request as valid.
6. Subject Access Requests will be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
7. Councillors and the Clerk will ensure that the staff they manage are aware of and follow this guidance.
8. Where a requestor is not satisfied with a response to a SAR, the council will manage this as a complaint.

On receipt of a Subject Access Request (SAR)

1. All Councillors and staff must notify the Chairman and the Clerk upon receipt of a request.
2. The Parish Council must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. The Clerk will clarify with the requestor what two items of personal data are required to confirm your identity and address. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* 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
3. Depending on the degree to which personal data is organised and structured, the Parish Council will search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
 4. The Parish Council will not withhold personal data because it believes it will be misunderstood; instead, the Council will provide an explanation with the personal data. The Council will provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data will be supplied in a permanent form except where the individual agrees otherwise, or where it is impossible or would involve undue effort. In this case the Council will try to agree with the requester that they will view the personal data on screen or inspect files on our premises. The Parish Council will redact any exempt personal data from the released documents and explain why that personal data is being withheld.
 5. This policy will be distributed to all Councillors and staff and will be placed on the Council website. Appropriate training will be provided to those responsible for implementation of the policy and appropriate day to day working practise will be maintained.
 6. A database will be maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
 - When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office (“ICO) at: Information Commissioner’s Office Wycliffe House Water Lane Wilmslow SK9 5AF Tel: 0303 123 1113 www.ico.gov.uk if they remain unhappy with the outcome.

This Subject Access Request Policy is fully supported by all Members of Audlem Parish Council. It was reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 15th June 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.