



Elton Parish Council

Subject Access Request Policy

This policy is supplemental to, and does not in any way override, the Parish Council standing orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on 9 September 2024 (minute 24.66).

This policy will be reviewed every two years (next review = September 2026).

1. Introduction

1.1 Individuals, also known as data subjects, have the right to access personal data held about them by Elton Parish Council.

1.2 Personal Data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data.

2. Scope

2.1 This policy advises of the process which will be followed by Elton Parish Council to fulfil Subject Access Requests (SARs).

2.2 Further details are also set out in the Email Privacy Notice, which is available on the Parish Council's website.

3. The Legal Framework

3.1 The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

4. Dissemination and training

4.1 The council will make employees and councillors aware of this policy.

4.3 The policy will be available on the council's website.

5. Monitoring and review

5.1 A review of the policy shall be undertaken every two years by the Clerk and if any amendments are necessary they will be advised by the Clerk and reviewed by the full council. Any changes to legislation that requires a review of the policy will be undertaken regardless of the two year review of the policy.

6. General Statement of Policy

Elton Parish Council will always ensure that personal data is easily accessible to enable a timely response to SARs, and that personal data on specific data subjects can be easily filtered.

7. Procedure to be followed

(Appendix A provides a checklist of the steps which follow)

7.1 Upon receipt of a Subject Access Request (SAR), it will be verified that the Parish Council is a Data Controller of the data subject's personal data. Once verified, the Data Subject will be informed who at the Parish Council to contact regarding the handling of their SAR. This will normally be the Clerk.

7.2 The identity of the Data Subject will be verified and, if needed, any further evidence on the identity of the Data Subject may be requested (a list of documents accepted for the purpose of identification is given in Appendix B)

7.3 The SAR will be verified. If it is not sufficiently substantiated and is not clear what personal data is required, additional information will be requested.

7.4 Requests will be verified to check if they are unfounded or excessive (in particular because of their repetitive character). If they are, the Parish Council may refuse to act on the request or charge a reasonable fee.

7.5 Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

7.6 Whether the Parish Council processes the data requested, will be verified. If the Parish Council does not process any data, the Data Subject will be informed accordingly.

7.7 Data will not be changed because of the SAR. Routine changes, as part of the processing activities concerned, may be permitted.

7.8 The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the Data Subject. If data cannot be filtered, other Data Subjects will be contacted to give consent to the supply of their data as part of the SAR.

7.9 The Parish Council will respond to a SAR within one calendar month after receipt of the request: If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the Data Subject in a timely manner within the first month;

7.10 If the Parish Council cannot provide the information requested, it will inform the Data Subject on this decision without delay and, at the latest, within one calendar month of receipt of the request.

7.11 If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.

7.12 All the personal data that has been requested will be provided unless an exemption applies. (This will involve a search of emails/recoverable emails, mobile phone texts, social media posts, word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems).

7.13 The Parish Council will provide, where necessary, an explanation with the personal data in an "intelligible form", which will include giving an explanation of any codes, acronyms and complex terms. The personal data will be supplied in a permanent form except where the requestor agrees or where it is impossible or would involve undue effort. Agreement may be sought with the requestor that they will view the personal data on screen or inspect files on Council premises.

7.14 Any exempt personal data will be redacted from the released documents with an explanation of why that personal data is being withheld.

7.15 SARs will be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.

7.16 Where a requestor is not satisfied with a response to a SAR, the Parish Council must manage this as a complaint under the Parish Council's Complaints Policy.

Elton Parish Council
Subject Access Request Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) 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 Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		

Appendix B

The Parish Council accepts the following forms of identification:

- 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

*These documents must be dated in the past 12 months

+These documents must be dated in the past 3 months