

## PITSTONE PARISH COUNCIL

### Subject Access Request

Individuals have the right to request information relating to the personal data held by the Council for that individual, please refer to our Information and Data Protection Policy for full details. The council will respond to any such request within one calendar month. There is generally no charge for this service where requests are reasonable. The Council must first ensure that any person requesting such information is entitled to receive that information eg is the Subject in question, therefore please be prepared to provide proof of identity.

<b>Process to Action</b>	
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		
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)		
Completion date of request		
Date complaint received by requested and details of the complaint		
Date complaint completed and outcome		

## 1. Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					

Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					

**2. Review**

This policy was adopted by Pitstone Parish Council on .....29/8/24.....

minute reference ...132/24.2..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

*D Nicholls*

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Chairman