

WENTWORTH PARISH COUNCIL

Subject Access Requests Policy

1. On receipt of a subject access request it will be forwarded immediately to the Clerk
2. We will correctly identify whether the request has been made under the Data Protection legislation
3. The Full Council will be notified that a request has been made.
4. The request must be in writing. This may be in electronic form.
5. The request must be for sufficiently well-defined personal data held by the Council relating to the data subject (the requestor). Clarification will be made with the requestor as to what personal data they need.
6. The requestor 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
7. The Clerk, and as appropriate, the councillor, who receives a request to locate and supply personal data relating to a SAR will make a full exhaustive search of the records to which they have access. Depending on the degree to which personal data is organised and structured, the 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), paper records in relevant filing systems etc.

8. All the personal data that has been requested will be provided unless an exemption can be applied.
9. We will not withhold personal data because we believe it will be misunderstood; instead, an explanation will be provided with the personal data.
10. Personal data will be provided 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 person agrees or where it is impossible or would involve undue effort. Exempt personal data will be redacted from the released documents and an explanation given as to why that personal data is being withheld.
11. If the data involves data on other subjects that data will be removed before being supplied to the requestor; if it cannot be removed consent will be sought from the other data subjects to supply their data as part of the SAR.
12. We will respond within one calendar month after accepting the request as valid; an extension of another two months is permissible for complex request provided this is communicated to the requestor within the first month.
13. Subject Access Requests will be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
14. Where a requestor is not satisfied with a response to a SAR, we will manage this as a complaint.
15. The Council's forms and website will make it clear that a data subject can request a SAR
16. A database will be maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
17. When responding to a complaint, the requestor will be advised that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.