Ringshall Parish Council

Subject Access Request Policy

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Policy History

Version	Author	Reason for Issue	Date	Approval Minute
1.0	Clerk	New Policy	05/2019	RPC/2019/07/22
2.0	Clerk	Policy Review	08/2026	RPC/51/26/27

Making a Subject Access Request

You have the right to request a copy of the personal information that Ringshall Parish Council holds about you. This is known as a Subject Access Request (SAR).

To make a request, please contact the Parish Clerk using the contact details published on the Council's website. Your request should include your name, contact details, details of the information you are requesting, and any information that will help the Council locate the relevant records.

The Council may ask you to provide proof of your identity before processing your request.

The Council will normally respond to a Subject Access Request within one month of receiving it. If the request is complex or involves a large amount of information, the Council may extend this period in accordance with UK GDPR requirements and will notify you if an extension is needed.

Requests should be sent to:

Parish Clerk
clerk@ringshall-pc.gov.uk

If you are dissatisfied with the Council's response, you have the right to complain to the Information Commissioner's Office (ICO).

1. **Upon receipt of a SAR**

a) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
b) Verity the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
c) Verify whether requests are unfounded or excessive (in particular because of the repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
d) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
e) Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.
f) Ensure data will not be changed as a result of the SAR. Routine changes as part of
the processing activities concerned are permitted.
g) Verify whether the data requested also involves data on other data subjects and

make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2. Responding to a SAR

a) Respond to a SAR within one month after receipt of the request:
- If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
- if the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.

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

c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
- the purposes of the processing
- the categories of personal data concerned
- the recipients or categories of recipients to whom personal data has been or will be disclosed, including any appropriate safeguards for transfer of data.
- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing
- the right to lodge a complaint with the Information Commissioners Office.
- if the data has not been collected from the data subject: the source of such data
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

d) Provide a copy of the personal data undergoing processing.