

WHITBOURNE PARISH COUNCIL

Subject Access Policy

Version: 2 | Status: Approved

Originally adopted: 2 May 2018

Amendments approved: 9 September 2026, minute 12

Next review: May 2027

This policy was adopted by the Parish Council in order to comply with the requirements of the General Data Protection Regulation (GDPR), in force on 25 May 2018.

Data subjects have the right to access personal data held on them by the Council. A request does not need to use the words subject access request, take a particular form or give a reason. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of SARs are accurate and complied with and includes:

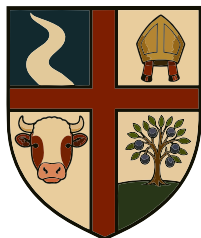
- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will keep records organised and will identify and search relevant systems using reasonable and proportionate steps, taking account of the wording of the request, likely locations, volume and age of the information, and the risk to the requester's rights.

The Council has implemented standards on responding to SARs.

1. Upon receipt of a SAR

- (a) The data subject will be informed who at the Council to contact, the Data Controller.
- (b) The Council may request proportionate additional information to confirm identity only where it has reasonable doubts about the requester's identity. The response period is calculated from receipt of information reasonably required for that purpose.
- (c) The Council will establish what personal data or processing activities are requested. Clarification may be sought only where reasonably required to identify them.
- (d) Where clarification is reasonably required, the Council will promptly explain what is needed and record why. The response period is paused from the date clarification is requested until it is received.
- (e) The first copy is normally provided free of charge. The Council may charge a reasonable fee or refuse to act only where the request is manifestly unfounded or excessive, taking account of all the circumstances. It will record the decision, give reasons and explain the right to complain to the ICO.
- (f) Receipt will be acknowledged promptly. The acknowledgement will state the response date and will mention a fee only where the statutory test for a fee is met.

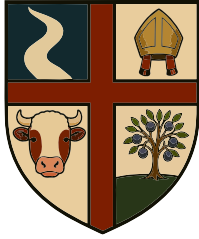


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- (g) Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.
- (h) Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.
- (i) The Council will review the material for another person's personal data and for applicable exemptions. It will disclose third-party information only where the other person consents or it is reasonable to disclose without consent, taking account of all relevant circumstances. Otherwise it will redact or withhold the information and record the decision.

2. Responding to a SAR

- (a) The Council will respond without undue delay and normally within one month, calculated in accordance with the UK GDPR. It may extend the period by up to two further months only where justified by the complexity or number of requests. The Council will notify the requester of an extension and its reasons within the first month. If it does not act on a request, it will notify the requester without delay and within one month, giving reasons and explaining the right to complain to the ICO.
- (b) If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- (c) If data on the data subject is processed, the Council will ensure to the extent applicable the following information in the SAR response:
 - (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipient to whom the personal data has been or will be disclosed and, where applicable, information about any restricted transfer and the safeguard or exception used, including how to obtain a copy of the relevant safeguard;
 - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (v) 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;
 - (vi) the right to lodge a complaint with the Information Commissioner's Office (ICO);
 - (vii) if the data has not been collected from the data subject: the source of such data;
 - (viii) 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.



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3. Subject access request log

The Council will maintain an internal log or checklist recording: the receipt date and channel; the calculated deadline; the responsible officer; any identity or clarification decision and relevant dates; the systems and locations searched and the rationale; third-party information, redaction and exemption decisions; any extension or fee; the response method; and the final outcome and date.