



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

Subject Access Requests Policy

Sway Parish Council will:

1. On receipt of a subject access request, forward it immediately to all members
2. Identify whether a request has been made under the GDPR legislation
3. Make a full exhaustive search of the records to which they have access
4. Provide all personal data that has been requested unless an exemption should be applied
5. Respond within one calendar month after accepting the request as valid
6. Undertake this work free of charge to the requestor unless legislation permits reasonable fees to be charged
7. Ensure that staff are aware of and follow this guidance
8. Where a requestor is not satisfied with a response to a SAR, manage this as a complaint
9. In order to deliver a SAR, the Council will:
 - a. Ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. They should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity.
 - b. 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



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- 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
- c. Depending on the degree to which personal data is organised and structured, the Clerk will need to 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), tape recordings, paper records in relevant filing systems etc. which they are responsible for or the Council owns.
- d. The Council will not withhold personal data because they believe it will be misunderstood; instead, it will provide an explanation with the personal data. It will provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. The Council can offer the requester the option to view the personal data on screen or inspect files at the Parish Office. It should redact any exempt personal data from the released documents and explain why that personal data is being withheld.
- e. The Council will publish this policy on the official website.
- f. The Council has established and will maintain appropriate day to day working practices.
- g. A list is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
- h. When responding to a complaint, the Council will advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.