

LITTLE LEIGH PARISH COUNCIL

GENERAL DATA PROTECTION REGULATION SUBJECT ACCESS

POLICY

Confirmed by the Council on 23 May 2023

This policy was adopted by Little Leigh Parish Council (“the Council”) in order to comply with the requirements of the General Data Protection Regulations (GDPR), in force on 25 May 2018

Data subjects have the right to access personal data held on them by the Council. 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:

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

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

1. Upon receipt of a SAR

- (a) The data subject will be informed who at the Council to contact, the Data Controller (the Clerk to the Parish Council).
- (b) The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.
- (c) The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not, additional information will be requested.
- (d) Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- (e) Receipt of the SAR will be promptly acknowledged, and the data subject will be informed of any costs involved in the processing of the SAR.
- (f) 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.
- (g) Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted, including if the information is requested in a different form from which it is held by the Council.
- (h) The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

2. Responding to a SAR

- (a) The Council will respond to a SAR within one month after receipt of the request:

- (i) If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
 - (ii) if the council cannot provide the information requested, it will 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 will be preferably provided by electronic means as well.
- (c) If data on the data subject is processed, the Council will ensure as a minimum 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 recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - (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 Commissioners 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.

Implementing the Subject Access Requests Policy - Checklist

What must any Councillor or representative of Little Leigh

Parish Council do?

1. Upon receipt of a subject access request you must forward it immediately to the Clerk to the Parish Council; the Clerk will be responsible for the following stages:
 - Correctly identify whether a request has been made under the Data Protection legislation
 - Make a full exhaustive search of the records to which they have access.
 - Provide all the personal data that has been requested unless an exemption can be applied.
 - Respond within one calendar month after accepting the request as valid.

2. Undertake the provision free of charge to the requestor unless the legislation permits reasonable fees to be charged

How must I do it?

1. Notify the Clerk to the Parish Council upon receipt of a request. The Clerk will be responsible for the following stages:
2. The Council must 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. The Clerk must clarify with the requestor what personal data they need. They 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
3. Depending on the degree to which personal data is organised and structured, the Clerk should search emails Word documents, spreadsheets, databases, systems, paper records in relevant filing systems etc. which your area is responsible for or owns.
4. The Council must not withhold personal data because it believes it will be misunderstood; instead, an explanation should be provided with the personal data. The personal data should be supplied 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 may be able to agree with the requester that they will view the personal data on screen or inspect files at premises where Council work is done. Personal data held electronically will be supplied in a commonly-used electronic format unless another format is specifically requested. Data held in paper records will be supplied as photocopies.
5. The Clerk must redact any exempt personal data from the released documents and explain

why that personal data is being withheld. When a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint.

3. The right to appeal to an Internal Review Process

A requestor can appeal to the Little Leigh Parish Internal Review Process if they believe their request has not been handled within the stated time frame or if they have any further reason to complain. The right to appeal to the Little Leigh Parish Internal Review Process is in addition and does not affect the right to lodge a complaint with the Information Commissioner's Office (see below). In first instance, the appeal for an Internal Review by Little Leigh Parish Council shall be addressed to the Clerk (see Contact Details below) and the Clerk shall be responsible for communicating the request in a timely manner to Little Leigh Parish Council and the Council shall hold an Internal Review Process involving either the Chairman or Vice Chairman and 2 other Councillors. Such Internal Review should be completed within the period of one month from the request for an Internal Review having been received by the Clerk.

The right to lodge a complaint with the Information Commissioner's Office.

A requestor can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Contact Details

Please contact us if you have any questions or to exercise all relevant rights, queries or complaints at:
Little Leigh Council c/o The Parish Clerk, Woodlands,

Hole House Lane, Little Leigh Northwich Cheshire

CW84RY

clerk@littleleigh.org

Approved by Council on 23 May 2023

.....
Chairman of Little Leigh Parish Council

Clerk of Little Leigh Parish Council

Dated

.....23 May 2023.....

