



Subject Access Request Procedure

1. Introduction

Under the UK General Data Protection Regulation (UK GDPR), individuals (data subjects) have the right to access personal data held about them by Upton Parish Council ("the Council"). This procedure outlines the steps the Council will take to ensure the rights of individuals are upheld and that Subject Access Requests (SARs) are handled in a timely and compliant manner.

2. Receiving a Subject Access Request

A SAR can be made by any individual whose personal data is held by the Council. Requests can be submitted via email, post, or in person. The request must be clear and include:

- The individual's full name and contact details.
- A description of the data they are requesting.
- Any information that may help the Council locate the data (e.g., relevant dates, specific departments or services).

3. Acknowledging the Request

Upon receiving a SAR, the Council will:

1. Acknowledge receipt of the request in writing within 5 working days.
2. Verify the identity of the requester to ensure that the data is being provided to the correct individual. This may involve requesting additional information or documentation. Acceptable forms of ID include passport, driving licence, recent utility bill.

4. Processing the Request

The Council will:

1. Locate and retrieve the requested data.
2. Review the data to ensure it does not include third-party information or any information that the requester is not entitled to under the UK GDPR.
3. Redact any exempt information before releasing the data.

4. Ensure data is not altered or deleted because of a SAR, except where routine processing requires it.

5. Responding to the Request

The Council will provide a comprehensive response to the SAR within one month of receipt. This period can be extended by a further two months if the request is complex or numerous. If the SAR is submitted electronically, the Council will respond in a commonly used electronic format unless otherwise requested.

The response will include:

- Confirmation of whether the individual's personal data is being processed.
- A copy of the personal data requested.
- The purposes for which the data is being processed.
- The categories of personal data being processed.
- The recipients or categories of recipients to whom the data has been or will be disclosed.
- The period for which the data will be stored or the criteria used to determine that period.
- Information about the data subject's rights, including the right to request rectification, erasure, restriction of processing, or to object to processing.
- Information about the right to lodge a complaint with the Information Commissioner's Office (ICO).

6. Charging a Fee

Generally, the Council will not charge a fee for processing a SAR. However, a reasonable fee may be charged if the request is manifestly unfounded, excessive, or repetitive. Any fee charged will be based on the administrative cost of providing the information.

7. Refusing a Request

If the Council refuses to comply with a SAR:

1. The individual will be informed in writing of the reasons for the refusal.
2. Information about the individual's right to complain to the ICO and to seek a judicial remedy will be provided.

8. Subject Access Request Disclosure Log

The Council will maintain a Subject Access Request Disclosure Log to document the details of each SAR, including:

- **Date Received:** The date the SAR was received.
- **Requestor's Identity:** The name of the individual making the request.
- **Description of Request:** A summary of the data requested.
- **Date of Response:** The date the Council responded to the SAR.
- **Outcome:** The result of the SAR (e.g., data provided, refused, extended).
- **Additional Notes:** Any additional information or observations related to the SAR.

9. Reviewing the Procedure

This SAR procedure will be reviewed annually or as required to ensure compliance with UK GDPR and best practice.

10. Contact Information

For any questions or concerns about this procedure or to submit a Subject Access Request, please contact: The Clerk clerk@upton-pc.gov.uk

Adopted: January 2025

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