

Linton Parish Council
Subject Access Request (SAR) Policy

1. Introduction

Linton Parish Council is committed to complying with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how individuals can request access to their personal data and how the Council will respond to such requests.

2. What is a Subject Access Request?

A Subject Access Request (SAR) is a request made by an individual for access to the personal data that Linton Parish Council holds about them.

Individuals are entitled to:

- Confirmation that their data is being processed
- Access to their personal data
- Supplementary information about how their data is used

3. How to Make a Request

A SAR can be made in writing, including by email. Requests should include:

- The requester's name and contact details
- Proof of identity (where necessary)
- Details of the information being requested (to help us respond efficiently)

Requests should be sent to:

Email: clerk@linton-pc.org.uk

Post: Linton Parish Council, 110 New Road, Newhall, Swadlincote, Derbyshire DE11 0TH

4. Verification of Identity

Before responding to a SAR, Linton Parish Council may request proof of identity to ensure that personal data is not disclosed to the wrong individual.

Acceptable forms of identification may include:

- Passport

- Driving licence
- Utility bill (recent)

5. Timescales

Linton Parish Council will respond to a SAR within one calendar month of receipt.

This period may be extended by up to two additional months if the request is complex or numerous.

6. Fees

Subject Access Requests are normally provided free of charge.

However, the Council may charge a reasonable fee if a request is:

- Manifestly unfounded or excessive, or
- Repetitive

7. Information Provided

In response to a SAR, Linton Parish Council will provide:

- A copy of the personal data requested
- The purposes of processing
- The categories of personal data concerned
- The recipients or categories of recipients of the data
- Retention periods
- Information about the individual's rights

8. Exemptions

Some information may be withheld where exemptions apply under data protection law.

9. Refusal of a Request

The Council may refuse to comply with a SAR if it is manifestly unfounded or excessive.

10. Complaints

If you are unhappy with how your request has been handled, you can contact the Information Commissioner's Office (ICO).

11. Responsibilities

The Parish Clerk is responsible for managing SARs.

12. Review of Policy

This policy will be reviewed annually.