**BRENT ELEIGH PARISH COUNCIL**

**DATA PROTECTION: SUBJECT ACCESS REQUEST PROCEDURES**

**SUBJECT ACCESS REQUEST (SAR) PROCEDURES**

1. On receipt of a SAR, Brent Eleigh Parish Council will:

* Clarify whether it is the controller of the data subject’s personal data. If it is not a controller, but merely a processor, the Clerk to the Council will inform the data subject and refer them to the actual controller.
* Confirm the identity of the data subject; if required it may request any further evidence on the identity of the data subject.
* Verify that the access request is sufficiently substantiated and that it is clear to the data controller what personal data is requested? If not additional information will be requested.
* Establish whether the request is unfounded or excessive (if for example it is of a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee for so doing.
* Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing any response.
* Confirm that the Council processes the data requested. If it does not process any data, inform the data subject accordingly.
* Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
* Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2. In terms of responding to a SAR:

* The Council will respond to a SAR within one month following receipt of the request. If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month. If the Council cannot provide the information requested, it should inform the data subject of this without delay and at the latest within one month of receipt of the request.
* If a SAR is submitted in electronic form, any personal data should if possible be provided by electronic means as well.
* If data on the data subject is provided, the following information should be provided in the SAR response:
  + the reasons for the processing
  + the categories of personal data concerned
  + the recipients or categories of recipients to whom personal data has been or will be disclosed
  + where possible, the envisaged period for which personal data will be stored or, if not possible, the criteria used to determine that period
  + 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
  + the right to lodge a complaint with the Information Commissioner’s Office
  + if the data has not been collected from the data subject: the source of such data
  + 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.
* The Council will provide a copy of the personal data undergoing processing.

**Adopted by Brent Eleigh Parish Council 16/06/2022**

# Document Amendment History

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| **Revision No.** | **Originator of change** | **Date of change** | **Change Description** |
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