Risby Parish Council

Subject Access Request Policy

Clerk: Ms Joanne Kirk
Tel: 07880 686069
E-mail: clerk@risbyparishcouncil.gov.uk

1. A Subject Access Request (SAR) is a request made by an individual to find out what personal information is held by the Parish Council. Requests must be made in writing and give details of what personal data is required. All Subject Access Requests will be dealt with by the Parish Clerk and should be sent to clerk@risbyparishcouncil.gov.uk

2. The clerk will verify that the request is legitimate and will confirm the identity and address of the person making the request. The following documents will be accepted as proof of ID:

   - Current UK/EEA Passport
   - UK Photocard Driving Licence (Full or Provisional)
   - EEA National Identity Card
   - Full UK Paper Driving Licence

   The following documents will be accepted as proof of address:

   - State Benefits Entitlement Document (dated within the last 12 months)
   - State Pension Entitlement Document (dated within the last 12 months)
   - HMRC Tax Credit Document (dated within the last 12 months)
   - HMRC Tax Notification Document
   - Disabled Driver's Pass
   - Financial Statement issued by bank, building society or credit card company (dated within the last 3 months)
   - 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. Once the identity and address of the person making the request have been confirmed, all the personal data that has been requested will be provided unless an exemption can be applied. This will include paper copies or information which is stored electronically.

4. The clerk will respond within one calendar month after accepting the request as valid. A SAR will be undertaken free of charge unless legislation permits reasonable fees to be charged.

If the person making a SAR is not satisfied with the Council's response, it will be managed as a complaint and the complainant notified that they can complain to the Information Commissioner's Office or the Information Commissioner's Office https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/