



## **AYLESHAM PARISH COUNCIL**

# **SUBJECT ACCESS REQUEST POLICY**

### **1. Scope**

All personal data processed by Aylesham Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects.

Data subjects are entitled to ask:

- Whether Aylesham Parish Council is processing any personal data about that individual and, if so, to be given:
  - a description of the personal data;
  - the purposes for which it is being processed; and,
  - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Aylesham Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

### **2. Responsibilities**

The Chief Executive Officer is responsible for the application and effective working of this procedure, and for handling all SARs.

### **3. Procedure**

**3.1** Subject Access Requests must be made by emailing [clerk@ayleshampc.co.uk](mailto:clerk@ayleshampc.co.uk).

**3.2** The data subject must provide evidence as to identity.

**3.3** The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Aylesham Parish Council holds, without specifying that data.

**3.4** The date by which the identification checks, and the specification of the data sought must be recorded; Aylesham Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR. Collection will entail either:

**3.5.1** Collecting the data specified by the data subject, or

**3.5.2** Searching all databases and all relevant filing systems (manual files) in Aylesham Parish Council, including all back up and archived files, whether computerised or manual, and including all email folders and archives. The Parish Clerk maintains a data map that identifies where all data in Aylesham Parish Council is stored.

**3.6** The Chief Executive Officer maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.

**3.7** The Chief Executive Officer is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.

**3.8** If the requested data falls under one of the following exemptions, it does not have to be provided:

**3.8.1** Crime prevention and detection.

**3.8.2** Negotiations with the requester.

**3.8.3** Management forecasts.

**3.8.4** Confidential references given by Aylesham Parish Council (not ones given to Aylesham Parish Council).

**3.8.5** Information used for research, historical or statistical purposes.

**3.8.6** Information covered by legal professional privilege.

**3.9** The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.

**3.10** The electronic formats used for responses to SARs are:

**3.10.1** CSV file

- End of policy –

<b>Chair Signature</b>	<b>Print Name</b>	<b>Date</b>
<b>CEO Signature</b>	<b>Print Name</b>	<b>Date</b>

<b>Date of policy adoption</b>	December 2021
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