



East Horsley

Parish Council

Subject Access Request Policy

Adopted by the Council on 10th September 2018 Review DateMarch annually.....

This policy was adopted by East Horsley Parish Council (the "Council") in order to comply with the requirements of the General Data Protection Regulation (GDPR).

Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Policy on the Council's website.

This policy is in place to lay down internal procedures on handling of Subject Access Requests ("SARs") so as to ensure that they are properly complied with and includes:

- (1) Responsibilities (who, what)
- (2) Timing
- (3) Changes to data
- (4) Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

1. Upon receipt of a SAR (a) The data subject will be informed who at the Council is dealing with it. .

(b) The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

(c) The SAR will be verified; is it sufficiently substantiated? Is it clear to the Council what personal data is requested? If not additional information will be requested.

(d) Requests will be assessed as to whether they are unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

(e) Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

(f) Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly.

(g) Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

(h) The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

2. Responding to a SAR (a) The Council will respond to a SAR within one month after receipt of the request:

- (b) If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- (c) if the Council cannot provide the information requested, it will inform the data subject of this decision without delay and at the latest within one month of receipt of the request.
- (d) If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- (e) If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data
 - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (v) 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;
 - (vi) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
 - (vii) if the data has not been collected from the data subject: the source of such data;
 - (viii) 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.
- (f) Provide a copy of the personal data undergoing processing.