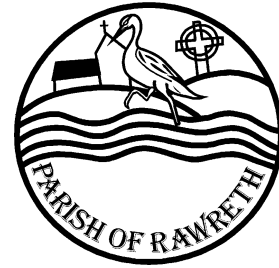


RAWRETH PARISH COUNCIL

SUBJECT ACCESS REQUEST PROCEDURES POLICY



1. SCOPE

- 1.1 All personal data processed by Rawreth 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.
- 1.2 Data subjects are entitled to ask:
 - Whether Rawreth 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 Rawreth Parish Council derived the information.
 - Where appropriate, logic involved in any automated decisions relating to the sources.

2. RESPONSIBILITIES

- 2.1 The Clerk is responsible for the application and effective working of this procedure, and for reporting to the Parish Council on Subject Access Requests (SARs)
- 2.2 The Parish Clerk is responsible for handling all SARs

3. PROCEDURES

- 3.1 Subject Access Requests must be made in writing to the Parish Council by either email to clerk@rawrethparishcouncil.co.uk or Rawreth Parish Council PO Box 2206 Rayleigh Essex SS6 0DS
- 3.2 The data subject must provide evidence 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 written request. Note that the data subject is entitled to ask for all data that Rawreth Parish Council holds, without specifying the data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded, Rawreth 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 GDPR.
- 3.5 The SAR written request is received by the Clerk, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- Collecting the data specified by the data subject, or
 - Searching all databases and all relevant filing systems (manual files) under Rawreth Parish Council's guardianship, including all back up and archived files, whether computerised or manual, and including all email folders and archives.
- 3.6 The Clerk maintains a record of requests for data and of its receipt, including dates. Note that all data may not be altered or destroyed in order to avoid disclosing it.
 - 3.7 The Clerk is responsible for reviewing all provided documents to identify whether any third parties are identified in them and for either exercising 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:
 - Crime prevention and detection.
 - Negotiations with the requester.
 - Management forecasts.
 - Confidential references given by Rawreth Parish Council (not those given to Rawreth Parish Council)
 - Information used for research, historical or statistical purposes.
 - 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 date of which the information is delivered.

PROCEDURAL POLICY ADOPTED 3rd April 2024

Reviewed 1st April 2026