



Yarkhill Parish Council

Subject Access Request (SAR) Policy

1. Introduction

Yarkhill Parish Council recognises the rights of individuals under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to access personal data held about them.

This policy sets out how the Council will respond to Subject Access Requests (SARs).

2. What is a Subject Access Request?

A Subject Access Request is a request made by an individual to obtain:

- Confirmation that their data is being processed
- Access to their personal data
- Information about how and why it is being used

3. Making a Request

Requests can be made:

- In writing (including email)
- Verbally (although written requests are preferred)

Requests should be directed to:

Michael Greenfield
Clerk & Responsible Financial Officer
clerkyarkhillparishcouncil@gmail.com

4. Verification of Identity

Before responding, the Council will:

- Verify the identity of the requester
- Request additional information if necessary

The response period will begin once identity is confirmed.

5. Timescales

The Council will respond:

Within one calendar month of receipt

This may be extended by up to two further months where requests are complex or numerous. The requester will be informed of any delay.

6. Information Provided

The Council will provide:

- A copy of the personal data
- The purposes of processing
- Categories of personal data
- Recipients of the data
- Retention periods
- Information on rights

7. Format of Response

Information will be provided:

- Electronically (where possible)
- In a commonly used format

8. Refusal of Requests

The Council may refuse or limit a request if:

- It is manifestly unfounded or excessive
- An exemption applies under data protection legislation

The Council will explain the reason for refusal.

9. Fees

Requests are normally free of charge.

A reasonable fee may be charged where:

- Requests are excessive or repetitive

10. Exemptions

Certain information may be withheld, including:

- Personal data relating to third parties
- Confidential or legally privileged information

11. Record Keeping

The Council will maintain a log of:

- Requests received
- Actions taken
- Response times

12. Complaints

If a requester is dissatisfied, they may complain to the:

Information Commissioner's Office <https://ico.org.uk>

13. Review

This policy will be reviewed annually or as required.