



**GREAT  
SANKEY**  
PARISH  
COUNCIL

# Subject Access Request Policy

Adopted: 13<sup>th</sup> June 2018

## Data Protection Subject Access Procedures and Guidance

### 1. Making a Subject Access Request

1.1 A Subject Access Request (SAR) is a request made by an individual to find out what personal information is held by the Parish Council.

1.2 Applicants must make their request in writing either manually or electronically to the Parish Office:

Parish Office  
Whittle Hall Community Centre  
Lonsdale Close  
Great Sankey  
Warrington  
WA5 3UA

[pc@qs-pc.net](mailto:pc@qs-pc.net)

1.3 Unless the applicant is clearly known to the Council, the applicant may be asked to supply proof of identity and confirmation of the applicant's address.

The following may be accepted as proof of ID:

- Current UK/EEA passport
- UK photocard driving licence
- EEA national identity card
- Birth certificate

The following may be accepted as proof of address:

- Financial statement issued by a bank, building society or credit card company dated within the last 3 months
- Utility bill dated within the last 3 months
- State Benefits entitlement document dated within the last 12 months
- State Pensions entitlement document dated within the last 12 months
- Most recent mortgage statement
- Most recent council tax bill/demand or statement
- Tenancy agreement

1.4 Requests submitted by a nominated representative (e.g. solicitor) acting on behalf of an individual should obtain the individual's consent in writing and include a copy of this with the request.

### 2. Fees for Subject Access Requests

2.1 An initial request from an individual will not be subject to a charge, unless the request is complex, or more than one request is received, in which case an administration fee of £10 will be charged.

2.2 Requests additional copies of information will incur an administration fee of £10.

### **3. Procedure for Processing Subject Access Requests**

- 3.1 Once the identity of the applicant has been confirmed, the Parish Council will acknowledge receipt and confirm the timeframe for a response.
- 3.2 A response to the Subject Access Request will be given within one calendar month, unless the request is complex, or more than one request has been received. In this instance, an extension of a further two months may be required. The applicant will be notified of such extension and may be charged a fee for the request (see 2.1).
- 3.3 All personal data that has been requested will be provided to the applicant by their preferred method, via mail or collection.
- 3.4 If the information is to be sent via mail, it should be sent by Special Delivery marked 'Private and Confidential', Addressee only'.
- 3.5 If the information is to be collected, a receipt for the information will be required and if the applicant is not known, photographic ID, such as a passport or driving licence, must be shown to confirm identity.
- 3.6 If the applicant is not satisfied with the Council's response it will be managed as a complaint, the complainant notified and directed to the Information Commissioner's Office.