



Clerk to the Council: Jan Penn-Jones
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Subject Access Request Form

Process to Action	
Name of requester (Method of communication) Email Address Phone Number Postal Address	
Date Subject Access Request made	
Is the request made under the Data Protection Legislation	Yes No
Date Subject Access Request action to be completed by (One month after receipt time limit)	
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes No
Extension date advised to the Subject Requester and method of contact	
Identification must be proven from the list below: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent mortgage statement A recent Council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address	

Verification sought that the Subject Access Request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned		
Fees to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)		
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/or removal		
Complaint Process (where a requestor is not satisfied with the response to a SAR, the council must manage this as a complaint)		
Completion date of request		
Date complaint received by requestor and details of complaint		
Date complaint completed and outcome		

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned By
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal Requirement					
General Data					
Consultation Data					