



Kingsclere Parish Council

SUBJECT ACCESS REQUEST POLICY (SAR)

**Reviewed at Ordinary Meeting
As adopted at the OM 24th November 2025**

1. Introduction and Background

1.1. This document sets out Kingsclere Parish Council's policy for responding to subject access requests under the General Data Protection Regulations (GDPR). It explains the rights of individuals in relation to a subject access request and the council's responsibilities when handling such requests.

2. Individual Rights

2.1. Any individual has the right to know what information is held about them. GDPR provides a framework to ensure that personal information is handled properly. This information must be:

- Processed fairly, lawfully, and in a transparent manner;
- Processed for specific, legitimate, and lawful purposes;
- Adequate, relevant, and not excessive;
- Accurate and up to date;
- Kept in accordance with the council's data retention policy;
- Processed in line with an individual's rights;
- Secure; and
- Not transferred unless in accordance with agreed terms and conditions.

3. How to Make a Subject Access Request

3.1. A subject access request is a written request for personal information held about you by Kingsclere Parish Council. You have the right to see what personal information we hold about you. You are entitled to confirmation as to whether we hold your personal information and, if so, access to all your personal information, as well as details of:

- The purposes for which we process your personal data;
- The categories of your personal data we process;
- The recipients, or categories of recipients, to whom personal data has been or will be disclosed;
- How long we expect to store your data;
- Where you did not provide the personal data, the source from which we collected it; and
- Whether we use any automated decision-making in relation to the processing of your personal data.

3.2. You have the right to have any inaccuracies in your personal data corrected, to request deletion of your data if you no longer wish us to store or process it, or to request restriction of processing.

3.3. Subject access requests should be made in writing by contacting the Parish Clerk by email: **clerk@kingsclere-pc.gov.uk** or by post to the parish office.

3.4. If you are not satisfied with how we have stored or processed your personal data, you have the right to lodge a complaint with the Parish Clerk and/or the Information Commissioner's Office (ICO, soon to be the IC)

4. What is Personal Information?

4.1. Personal data is information which relates to, or can identify, an individual. An individual can be identified using factors such as their name, location, or other information specific to them.

5. Processing a Subject Access Request

5.1. **Verify identity** – If there is any doubt about your identity, we may request additional information to confirm it, such as a passport or driving licence.

5.2. **Collate information** – We will gather all manually and electronically held information and identify any data provided by third parties.

5.3. **Third-party information** – Before sharing information that relates to third parties, we will, where possible, redact or edit information to protect their privacy.

5.4. **Information format** – We may provide a summary of information rather than full copies of documents, as GDPR requires providing information, not the documents themselves.

6. Issuing a Response

6.1. Once all queries regarding the information have been resolved, copies will be sent electronically where possible, or by post if necessary.

7. Fees

7.1. No fee will be charged for initial or standard data subject requests. However, for requests that are excessive or manifestly unfounded, a fee of £10 may be applied to cover administrative costs. In extreme cases, we reserve the right to refuse a request.

8. Time Frame for Response

8.1. Kingsclere Parish Council will respond within one month (30 calendar days) from the date we receive all necessary information to identify you, provide the requested information, or explain why it cannot be provided.