

GREAT CASTERTON PARISH COUNCIL

Subject Access Requests Policy

1. On receipt of a subject access request you must **forward** it immediately to The Parish Clerk
2. We must correctly **identify** whether a request has been made under the Data Protection legislation
3. A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. We must **respond** within one calendar month after accepting the request as valid.
6. Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

Approved by resolution at Annual Parish Meeting – May 2018