

Chalton Parish Council

Appendix to your Data Protection Policy detailing the procedure in respect of SARs

Appendix: How to deal with a Subject Access Requests (SARs)

The following details the handling of requests for personal information.

1. A SAR should generally need to be dealt with within a month, and at no charge. An information log will be kept to help ensure that this deadline is met, and that all processing requirements have been fulfilled.
2. Any SARs will be notified to the designated officer.
3. Authenticity of the data subject should be made through presentation of a recent utility bill, council tax bill or current tenancy document.
4. Information:
 - a) If the data requested is not excessive the information must be sent within a month.
 - b) Data information which is excessive* will be subject to a reasonable charge. The information will be sent once the payment has been made.
 - c) If no information is available then the data subject will be advised of this in a letter.
5. A letter will be written to accompany the information (a or c above).

The letter will include detail of the purpose of holding the information, where the information came from, how long it will be held (and how that time has been calculated), detail from whom the information was received, notification concerning copyright, notification that if the Data Subject is not happy with the response then they may complain to the Information Commissioner.

*Charge which can be made has yet to be confirmed by UK Government