



## **Sarratt Parish Council**

### **Policies and Procedures: Subject Access Request**

1. A Subject Access Request (SAR) is a request made by an individual to find out what personal information about them is held by the Parish Council. Requests must be made in writing and give details of what personal data is required. All SARs will be dealt with by the Parish Clerk, as the Council's Data Controller and ideally should be sent to [clerk@sarrattparishcouncil.gov.uk](mailto:clerk@sarrattparishcouncil.gov.uk) or delivered to the Parish Office.
2. The Clerk will then verify that the request is legitimate and will confirm the identity and address of the person making the request.

The following documents will be accepted as proof of ID:

- Current UK Passport
- UK Photocard Driving Licence (Full or Provisional)
- Full UK Paper Driving Licence

The following documents will be accepted as proof of address:

- State Benefits Entitlement Document (dated within the last 12 months)
  - State Pension Entitlement Document (dated within the last 12 months)
  - HMRC Tax Credit Document (dated within the last 12 months)
  - HMRC Tax Notification Document
  - Disabled Driver's Pass
  - Financial Statement issued by bank, building society or credit card company (dated within the last 3 months)
  - Utility bill for supply of gas, electric, water or telephone landline (issued within the last 6 months)
  - Most recent Mortgage Statement (issued within the last 12 months)
  - Most recent Council Tax Bill/Demand or Statement (issued the last 12 months)
  - Current Tenancy Agreement
  - Building Society Passbook which shows a transaction in the last 3 months and your address.
3. Once the identity and address of the person making the request have been confirmed, all the personal data that has been requested will be provided unless an exemption can be applied. This will include paper copies or information which is stored electronically.
  4. The Clerk will respond within 20 working days after accepting the request as valid, but this may be extended by a further two months if the request is complex or if a number of requests are received from the individual.  
There will be no charge for responding to a SAR. However, legislation permits reasonable fees to be charged for a SAR if the costs of complying with the request are manifestly unfounded or excessive, or if an individual requests further copies of their data.

If the person making a SAR is not satisfied with the Council's response, it will be managed as a complaint and the complainant notified that they can complain to the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**Reviewed and adopted: 11 March 2025**