



Rayne Parish Council

Subject Access Request Policy

1. What's This All About?

Hello! This guide is all about how Rayne Parish Council looks after your personal data. We follow rules set out by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Our Promise to You

We promise to respect your rights to access your personal data that we hold. We understand that you have the right to see this data and to know how we use it.

3. What Data Does This Cover?

This guide covers all personal data that we hold, no matter what format it's in. This includes sensitive data, like information about children.

4. Some Definitions

Personal Data: This is any information that is about you.

Sensitive Data: This is special information that needs more protection. It includes things like your race, political opinions, health, and whether you're a member of a trade union.

Subject Access Request (SAR): This is when you ask to see your personal data.

5. Who Looks After This?

We don't have a specific person called a Data Protection Officer (DPO), but we do have someone who looks after SARs. This person is the nominated representative of the council. They make sure we handle SARs properly and respect your rights.

6. How to Make a Request

1. Making a Request: We like it when you make your request in writing, because it gives us a clear record. But you can make your request in any way you like, including verbally or through social media. Please send your request to the nominated representative of the council. We have to make reasonable adjustments for people with disabilities, so we can accept verbal requests if you can't make your request in writing.

2. Checking Who You Are: When we get your request, we'll check your identity to make sure we keep your data safe. We might need to ask you for more information or documents.

3. When You'll Get a Reply: We'll reply to your request within one month. If your request is complex or there are a lot of requests to deal with, we might need to take up to two more months to reply.

4. Fees: If your request is clearly unfounded or excessive, we might charge a fee to cover our administrative costs.

7. Looking After Sensitive Data

We take extra care with sensitive data. If your request involves sensitive data, we'll make sure you've given clear consent for us to process it, or that we have a legal reason to do so.

8. Information for Everyone

We believe in being transparent and accountable. That's why we give as much information as we can to everyone about how we handle personal data and process SARs.

9. When We Can't Provide Information

Sometimes, we might not be able to give you the information you ask for in your SAR. We'll only do this if the law allows us to.

10. Not Happy?

If you're not happy with how we've handled your SAR, you can complain to the Information Commissioner's Office (ICO).

We'll review this guide every year, or when the data protection laws change.

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