

Pennington Parish Council



Subject Access Request Form

Revised and re-adopted at the full council meeting on 13/02/2024

New revision date February 2025

Process to Action		
Name of requester		
Method of communication		
Email Address		
Phone number		
Postal Address		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC tax Notification Document Disabled Driver's Pass Financial Statement from bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent mortgage statement A recent council tax bill/demand or statement Tenancy agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought	Yes	No
Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the council cannot provide the information requested	Yes	No
Is the request excessive or unfounded	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)		
If the request is to be refused, action to be taken and by whom.		

Changes requested to data or removal	
Complaint Process (Where a requester is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requester and details of the complaint	
Date complaint completed and outcome	

Categories of data to check

Data	Files	Laptop	Checked	Corrected/ Deleted	Action By
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal Function					
General Data					
Consultation Data					