



Broomfield Parish Council

Subject Access Request Procedure

Introduction

A Subject Access Request, or right of access, gives people the right to obtain a copy of their personal information held by Broomfield Parish Council as well as other supplementary information.

You have the right to obtain the following information

- Confirmation that the parish council is processing your personal information
- A copy of the personal information
- Other supplementary information

Procedure

If you wish to submit a subject access request to Broomfield Parish Council, you must follow the following procedure

1. You must submit your request in writing (which includes via email.)
2. Your request must be sufficiently well defined and relate to your own personal data to enable the Council to respond
3. To enable the Council to be satisfied in relation to your identity you must provide one of the following forms of identification –
 - a. Current UK/EEA Passport
 - b. UK Photocard Driving Licence (Full or Provisional)
 - c. EEA National Identity Card
 - d. Full UK Paper Driving Licence
 - e. HMRC Tax Credit Document
 - f. Local Authority Benefit Document
 - g. HMRC Tax Notification Document
 - h. Disabled Driver's Pass
 - i. Utility bill for supply of gas, electric, water or telephone landline
 - j. Most recent council Tax Bill/Demand or Statement
 - k. Building Society Passbook which shows a transaction in the last 3 months and your address

In response the Council will respond in the following manner

1. The subject access request will immediately be notified to the Parish Clerk and the Council Chairman
2. The Council must identify whether a valid request has been made under the Data Protection legislation
3. A member of staff, and as appropriate, councillor, must make a search of the records and databases to which they have access. The search of records shall be reasonable and proportionate.
4. All the personal data that has been requested must be provided unless an exemption can be applied.
5. The Council must respond within one calendar month after accepting the request as valid.
6. The Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.

7. If need be, information may be redacted so as not to identify other individuals. Also, an explanation of information may be supplied.
8. All response letters will include the following information –
 - a. the purposes of the processing;
 - b. the categories of personal data concerned;
 - c. the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - d. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f. the right to lodge a complaint with the Information Commissioners Office (“ICO”);
 - g. if the data has not been collected from the data subject: the source of such data;
 - h. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
9. Where a requestor is not satisfied with a response the Council will deal with this as a complaint and when responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.
10. It will be confirmed that copyright in the personal data provided belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Exemptions

The Information Commissioners Office provides advice in instances where Broomfield Parish Council could refuse to provide all or some of the requested information. Guidance on exemptions is available via this link <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/what-exemptions-are-relevant-for-sars/?search=proportionate>