

## **Procedure for handling a Subject Access Request**

1. Any request for access to personal information, whether received by the officer or Councillors, must be forwarded to the Clerk as the person responsible for the management of GDPR at the Council.

*If there is any doubt as to whether a request is a 'Subject Access Request' under GDPR this must be referred to the Clerk for a determination.*

2. Open receipt the Clerk should open a Subject Access Request form
3. The Clerk should review the request and determine
  - a. Whether the requests appears to be Subject Access Request
  - b. Whether the request clearly sets out a requirement for data to be provided, corrected or deleted.
  - c. The nature of the data requested to be provided, corrected or deleted.
4. If there is any uncertainty regarding the nature or content of the request the Clerk shall contact the person making the request and seek clarification. The date and details of this request for clarification should be recorded.
5. The Clerk shall request appropriate identification to be provided by the person making the request.
6. When the Clerk has received all the relevant information and identification they should make a determination as to whether there are any reasonable grounds to decline the request on the basis that it is unfounded or excessive, or that it contains confidential information about another person who has not consented to this information being shared.
7. When the Clerk has made an initial determination, they should consult with the Chairman to obtain agreement for the proposed course of action. In consulting with the Chairman, the Clerk shall not identify the person making the request.
8. After agreeing the proposed course of action the Clerk shall write to the person making the request and advise them
  - a. The decision of the Council to accept the request and the date by which the information will be provided, or the date by which the requested correction or deletion actioned.
  - b. The decision by the Council not to accept the request and the reason(s) for this decision.

9. Within the one month time limit the Council shall ensure that any required actions are carried out.
10. The Clerk shall report all Subject Access Requests received to the next meeting of the relevant Council meeting and confirm the action that has been taken.

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