

# Subject Access Request Form

|   |  |     |    |
|---|--|-----|----|
| Process to Action   |  |     |    |
| Name of requester<br>(Method of communication)<br>Email Address<br>Phone number<br>Postal Address   |  |     |    |
| Date Subject Access Request made  |  |     |    |
| Is the request made under the Data Protection Legislation   |  | Yes | No |
| Date Subject Access Request action to be completed by<br>(One month after receipt time limit)   |  |     |    |
| Extension to the date of reply requested<br>( 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:<br>Current UK/EEA Passport<br>UK Photo card Driving Licence (Full or Provisional)<br>EEA National Identity Card<br>Full UK Paper Driving Licence<br>State Benefits Entitlement Document<br>State Pension Entitlement Document<br>HMRC Tax Credit Document<br>Local Authority Benefit Document<br>State/Local Authority Educational Grant Document<br>HMRC Tax Notification Document<br>Disabled Driver's Pass<br>Financial Statement issued by bank, building society or credit card company<br>Utility bill for supply of gas, electric, water or telephone landline<br>A recent Mortgage Statement<br>A recent council Tax Bill/Demand or Statement<br>Tenancy Agreement<br>Building Society Passbook which shows a transaction in the last 3 months and their address |  |     |    |
| Verification sought that the Subject 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<br>(Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge) | Yes | No |
| If the request is to be refused, action to be taken and by whom.   |     |    |
| Changes requested to data/ or removal  |     |    |
| Complaint Process<br>(Where a requestor 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 requested and details of the complaint  |     |    |
| Date complaint completed and outcome   |     |    |

#### Categories of Data to Check

| Data               | Filing Cabinet | Laptop | Checked | Corrected/Deleted | Actioned by |
|--------------------|----------------|--------|---------|-------------------|-------------|
| HR                 |                |        |         |                   |             |
| Democracy          |                |        |         |                   |             |
| Statutory Function |                |        |         |                   |             |
| legal              |                |        |         |                   |             |
| Business           |                |        |         |                   |             |
| Legal requirement  |                |        |         |                   |             |
| General Data       |                |        |         |                   |             |
| Consultation Data  |                |        |         |                   |             |