FLAX BOURTON PARISH COUNCIL

Clerk: Helen Nelson
Flax Bourton Parish Council
10 Mariners Drive, Backwell, BS48 3HT
07763 031435

Subject Access Request Form

Process to Action			
Name of requester & method of communication Postal Address Email Address Phone number			
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 (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 / EEA National Identity Card UK Photo card Driving Licence (Full or Provisional) / Full UK Paper Driving Licence State Benefits Entitlement Document /State Pension Entitlement Document HMRC Tax Credit Document / HMRC Tax Notification Document Local Authority Benefit Document State/Local Authority Educational Grant Document Disabled Driver's Pass Financial Statement issued by 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 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 (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 (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					