Flax Bourton Parish Council
Subject Access and Other Rights Policy

1. Purpose
This policy outlines the rights of individuals under the UK GDPR and the Data Protection Act 2018, and how Flax Bourton Parish Council manages Subject Access Requests (SARs) and other data rights requests.

2. Data Subject Rights
Under the UK GDPR, individuals (data subjects) have the following rights:

1. **Right of Access (Subject Access Request - SAR)** – The right to request a copy of personal data held by the Parish Council.
2. **Right to Rectification** – The right to request corrections to inaccurate or incomplete data.
3. **Right to Erasure ('Right to be Forgotten')** – The right to request deletion of data under certain circumstances.
4. **Right to Restrict Processing** – The right to request that processing is temporarily halted.
5. **Right to Data Portability** – The right to receive a copy of data in a structured, machine-readable format.
6. **Right to Object** – The right to object to data processing in certain circumstances.
7. **Rights related to Automated Decision-Making & Profiling** – Not applicable to the Parish Council as we do not conduct automated profiling.

3. Making a Subject Access Request (SAR)

- SARs must be submitted in writing (email, letter, or using the Council's SAR form).
- Requests should be sent to the **Clerk of Flax Bourton Parish Council**.
- Individuals must provide proof of identity (e.g., passport, driving license).
- The Council will acknowledge receipt of the SAR within **5 working days**.

4. Processing SARs

- **Response Time:** The Council will provide the requested information within **one month** from receipt of a valid request.
- **Fee:** SARs are free of charge unless they are manifestly unfounded or excessive, in which case a reasonable administrative fee may be charged.
- **Exemptions:** The Council may withhold data where exemptions apply (e.g., legally privileged information, third-party data confidentiality, or ongoing investigations).

5. Exercising Other Data Subject Rights

- Requests for rectification, erasure, or restriction should be made in writing.
- The Council will respond within **one month** of receipt.
- Where requests cannot be fulfilled (e.g., legal obligations prevent erasure), a full explanation will be provided.

6. Third-Party Data & Confidentiality

- If a SAR includes information about other individuals, the Council will either **seek consent** from the third party before disclosure or **redact personal details** where necessary.
- Data will not be disclosed where legal exemptions apply.

7. Data Security & Retention

- All SARs and responses will be securely stored and retained for **6 years** for compliance purposes.

- Personal data obtained through SARs will not be used for any other purpose beyond fulfilling the request.

8. Complaints & Escalation

- If a data subject is dissatisfied with the response, they may request an internal review by contacting the Parish Clerk.
- If still unsatisfied, complaints can be made to the **Information Commissioner's Office (ICO)**: www.ico.org.uk.