

UPTON BISHOP PARISH COUNCIL
Subject Access Requests Policy

1. On receipt of a subject access request you must forward it immediately to the Data Controller
2. We must correctly identify whether a request has been made under the Data Protection legislation
3. A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.
4. All the personal data that has been requested must be provided unless an exemption can be applied.
5. We must respond within one calendar month after accepting the request as valid.
6. Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
7. Councillors and managers must ensure that the staff they manage are aware of and follow this guidance.
8. Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint.

Rev 2.1	
Last approved by the Parish Council	See Policies Index
Date for next review	As per Administration Calendar