

Darrington Parish Council

Subject Access Request Form

Adopted January 2024

PROCESS TO ACTION		
Name of Requestor		
Method of Communication		
Email Address		
Phone Number		
Physical Address		
Date Subject Access Request made		
Is the request made under Data Protection Legislation?	Yes	No
Data Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested <i>(An extension of another two months permissible provided it is communicated to the subject within the one-month period)</i>	Yes	No
Extension date advised to the Subject Requestor and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification 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 <i>(Subject Access requests must be undertaken free of charge to a requestor unless the legislation permits a reasonable charge)</i>	Yes	No
If the request is to be refused, action to be taken and by whom		
Changes requested to data / or removal		

COMPLAINT PROCESS				
<i>(Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)</i>				
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	Laptop	Checked	Corrected/Deleted	Actioned by
Democracy				
Statutory Function				
Legal				
Business				
Legal Requirement				
General Data				
Consultation Data				