

SUBJECT ACCESS REQUEST POLICY



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Adopted Date	2018
Review Period	2 years
Last Review Date	December 2025
Next Review Date	June 2027

SUBJECT ACCESS REQUESTS

Data subjects have the right to access personal data held on them by the Faversham Town Council.

This policy is to ensure that internal procedures on handling of SARs are accurate and complied with and includes:

1. Responsibilities (who, what)
2. Timing
3. Changes to data
4. Handling requests for rectification, erasure or restriction of processing.

The Town Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

The Council has implemented standards on responding to SARs.

1. Upon receipt of a SAR

- a. The data subject will be informed who at the Council to contact.
- b. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested, such as passport or birth certificate.
- c. The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.
- d. Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- e. Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.
- f. Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.
- g. Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.
- h. The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

2. Responding to a SAR

- a. The Council will respond to a SAR within one month after receipt of the request:
 - i. If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
 - ii. If the council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- b. If a SAR is submitted in electronic form, any personal data will be provided by electronic means.
- c. If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - i. the purposes of the processing;
 - ii. the categories of personal data concerned;
 - iii. the recipients or categories of recipients to whom personal data has been or will be disclosed, in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - iv. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - v. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - vi. the right to lodge a complaint with the Information Commissioners Office (“ICO”);
 - vii. if the data has not been collected from the data subject: the source of such data;
 - viii. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- d. Provide a copy of the personal data undergoing processing.