

## **SUBJECT ACCESS REQUESTS (SAR) POLICY**

The Data Controller for High Hoyland Parish Meeting is the Parish Meeting. Responsibility for responding to a SAR is delegated to the Data Processor – the Clerk, Mrs Joanna Roberts. Upon receipt of an SAR she will respond to a request for data within a month, along with notification of any cost involved (10p per sheet for printed data, FOC for electronic or verbal confirmation). If it is a simple request for data about the subject, by the subject themselves, she will respond with the information requested. However, if the request for data is about a 3<sup>rd</sup> party she will refer the request to either the subject of the request or to the Controller for confirmation of permission to process the request.

Prior to releasing the data requested she will verify the identity of the recipient of the request, the substantiality of the data requested and verify whether the requests are valid.

If more time is needed to respond to requests, this will be communicated to the data subject within the first month (for a further 2 months extension of time). If the information requested cannot be provided the data subject will be informed of this decision without further delay and at least within one month of receipt of the request.

If data on the data subject is processed the SAR response will include the following –

- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom personal data has been or will be disclosed
- Where possible, the envisaged period for which personal data will be stored
- The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject
- The right to lodge a complaint with the Information Commissioner's Office
- If the data has not been collected from the data subject themselves, the source of the data