



## Wotton-under-Edge Town Council

### Subject Access Request Form *(updated Oct 18)*

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested ( An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
<p><b>Two forms of identification and address must be provided from the below list, one proving address and the other proving identity. (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months).</b></p> <ul style="list-style-type: none"> <li>Current UK/EEA Passport</li> <li>UK Photo card Driving Licence (Full or Provisional)</li> <li>EEA National Identity Card</li> <li>Full UK Paper Driving Licence</li> <li>State Benefits Entitlement Document*</li> <li>State Pension Entitlement Document*</li> <li>HMRC Tax Credit Document</li> <li>Local Authority Benefit Document</li> <li>State/Local Authority Educational Grant Document</li> <li>HMRC Tax Notification Document</li> <li>Disabled Driver's Pass</li> <li>Financial Statement issued by bank, building society or credit card company+</li> <li>Utility bill for supply of gas, electric, water or telephone landline+</li> <li>A recent Mortgage Statement</li> <li>A recent council Tax Bill/Demand or Statement</li> <li>Tenancy Agreement</li> <li>Building Society Passbook which shows a transaction in the last 3 months and their address</li> </ul>		
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		

(Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)		
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	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					