



Wotton-under-Edge Town Council

Subject Access Request Form *(updated Jan 20, next review Jan 22)*

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
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)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Extension date advised to the Subject Requester and method of contact			
<p>Two forms of identification and address must be provided from the below list, one proving address and the other proving identity. (<i>* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months).</i></p> <ul style="list-style-type: none"> 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 			
Additionally for CCTV images, a description or photo of the applicant, or any distinguishing features, must be provided and the reason for the request.			

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					