

**Wotton-under-Edge Town Council**

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

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| Process to Action |  |
| Name of requester(Method of communication)Email AddressPhone numberPostal 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  |  |
| 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).*Current UK/EEA PassportUK Photo card Driving Licence (Full or Provisional)EEA National Identity CardFull UK Paper Driving LicenceState Benefits Entitlement Document\*State Pension Entitlement Document\*HMRC Tax Credit DocumentLocal Authority Benefit DocumentState/Local Authority Educational Grant DocumentHMRC Tax Notification DocumentDisabled Driver’s PassFinancial Statement issued by bank, building society or credit card company+Utility bill for supply of gas, electric, water or telephone landline+A recent Mortgage StatementA recent council Tax Bill/Demand or StatementTenancy AgreementBuilding 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 |  |  |  |  |  |
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