

**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 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 |  | |
| 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 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 |  |  |  |  |  |
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