

PAPPLEWICK PARISH COUNCIL

GDPR Data Subject Access Request Procedure

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Purpose

The General Data Protection Regulation (GDPR) grants individuals the right to access their personal data held by organisations. This policy outlines the procedures for submitting and processing access requests, ensuring compliance with GDPR requirements.

Scope

This policy applies to anyone handling personal data within or on behalf of the Parish Council, and anyone receiving a Data Subject Access Request (DSAR) on behalf of the Parish Council.

Definitions

- Personal Data: Any information relating to an identified or identifiable individual.
- Data Subject: The individual to whom the personal data relates.
- Data Controller: The organisation that determines the purposes and means of processing personal data.
- Data Processor: The entity that processes personal data on behalf of the data controller.

Submitting an Access Request

Data subjects can submit access requests through the following methods:

- Written Request: A formal letter addressed to the Parish Council.
- Email Request: An email sent to the Parish Council.
- Website: Via Parish Councils' website.

Information Required

To process an access request, the following information is required:

- Full name of the data subject
- Contact details (email, phone number, address)
- Details of the data requested
- Proof of identity (such as a copy of passport or driver's license)

Processing Access Requests

- Upon receipt of a Data Subject Access Request (DSAR), the recipient will, within 24 hours notify the Parish Clerk and all the Parish Councillors of the request.
- The Council will verify the identity of the data subject before processing the request.
- The Council will coordinate with the relevant Individuals to gather the requested data.
- The data will be provided in a commonly used electronic format, unless otherwise requested.

- Data Subject Access Requests (DSAR) will be processed within 30 days of receipt. If additional time is needed, the data subject will be informed of the delay with an explanation of the reasons for the delay and a new deadline for the provisions of the information will be provided.
- If additional information is required to process the request, this will be requested immediately from the data subject, and the 30 day deadline for responding will start from the date of receipt of all required information.

Exceptions

Access requests may be denied under certain circumstances:

- If the request is manifestly unfounded or excessive
- If the data includes information on other individuals (unless consent is obtained)
- If disclosure could harm the rights and freedoms of others

Complaints

If a data subject is dissatisfied with the response to their access request, they may file a complaint with the Information Commissioner's Office.

Review and Updates

This procedure will be reviewed and updated as necessary to ensure continued compliance with GDPR.

Contact Information

For any questions or concerns regarding this policy, please contact the Clerk at Papplewick Parish Council.