

Wareside Parish Council Subject Access Request Form

To be completed by the Clerk

Process to Action	
Name of Requester Method of communication Email address Phone number 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 a further 2 months is permissible provided it is communicated to the subject within the one month period)	
Extension date advised to the Subject Requester and method of contact	
IDENTIFICATION must be proven from the list below: Current UK/EEA passport UK photocard driving licence, full or provisional 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, electricity, 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 the address	
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
Changes requested to data/or removal	
COMPLAINT PROCESS: Where a requester is not satisfied with a response to a SAR, the council must manage this as a complaint	
Completion date of request	
Date complaint received and details of the complaint	
Date of complaint outcome	
Fee to be charged (subject access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	
If the request is to be refused, action to be taken and by whom	

CATEGORIES OF DATA TO CHECK:	Filing /Laptop Checked I Corrected/ Actioned
HR	
Democracy	
Statutory Function	
Legal	
Business	
General Data	
Consultation Data	