



## **GENERAL DATA PROTECTION REGULATIONS** **SUBJECT ACCESS REQUEST POLICY**

### **Scope**

All personal data processed by Marden Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask:

- a) Whether Marden Parish Council is processing any personal data about that individual and, if so, to be given:
  - i. a description of the personal data;
  - ii. the purposes for which it is being processed; and,
  - iii. details of who will be allowed to see the personal data.
- b) To be given a copy of the information and to be told about the sources from which Marden Parish Council derived the information; and
- c) Where appropriate, logic involved in any automated decisions relating to them.

### **Responsibilities**

The Parish Clerk is responsible for the application and effective working of this procedure, and for reporting to the Parish Council on Subject Access Requests (SARs).

The Parish Clerk is responsible for handling all SARs.

### **Procedure**

Subject Access Requests must be made in writing to the Clerk at Marden Parish Council.

The data subject must provide evidence as to identity.

The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Marden Parish Council holds, without specifying that data.

The date by which the identification checks, and the specification of the data sought must be recorded; Marden Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

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one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.

The SAR application is immediately forwarded to the Parish Clerk, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- a) Collecting the data specified by the data subject, or
- b) Searching all databases and all relevant filing systems (manual files) in Marden Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in Marden Parish Council is stored.

The Parish Clerk maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.

The Parish Clerk is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.

If the requested data falls under one of the following exemptions, it does not have to be provided:

- a) Crime prevention and detection.
- b) Negotiations with the requester.
- c) Management forecasts.
- d) Confidential references given by Marden Parish Council (not ones given to Marden Parish Council).
- e) Information used for research, historical or statistical purposes.
- f) Information covered by legal professional privilege.

The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.

*Adopted by Marden Parish Council on: 12<sup>th</sup> June 2018*

*Reviewed date: June 2019 / 4<sup>th</sup> May 2021 / 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025 / 10<sup>th</sup> March 2026*

*Review on: March 2027*

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