

# COTGRAVE TOWN COUNCIL



## SUBJECT ACCESS REQUEST PROCEDURE

Adopted by Council on: 9<sup>th</sup> May 2018

Cotgrave Town Council  
Cotgrave Leisure Centre  
Woodview  
Cotgrave  
Nottingham  
NG12 3PJ

## Subject Access Request Procedure

This procedure is to be followed when an individual contacts Cotgrave Town Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid access request?
  - a) The request must be in writing (letter or email).
  - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
  - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
  - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
  - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
  - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.

Examples of exemptions are:

- References you have given
- Publicly available information
- Crime and taxation
- Management information (restructuring/redundancies)
- Negotiations with the requestor
- Regulatory activities (planning enforcement, noise nuisance)
- Legal advice and proceedings

- Personal data of third parties

5. Are you able to disclose all the information?

- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.

6. Prepare the SAR response and make sure to include as a minimum the following information: (sample letters attached).

- a) The purpose of the processing;
- b) The categories of personal data concerned;
- c) The recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
- d) Where possible, the envisaged period for which personal data will be stored, or if not possible, the criteria used to determine that period;
- e) The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing.
- f) The right to lodge a complaint with the Information Commissioner Office ("ICO");
- g) If the data has not been collected from the data subject: the source of such data;
- h) The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

Note: All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

Samples Letters:

### **1. Replying to a subject access request providing the requested personal data**

Dear *[Name of data subject]*

#### **Data Protection subject access request**

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

*[included 6 (a) to (h) above]*

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

### **2. Release of part of the personal data, when the remainder is covered by an exemption**

Dear *[Name of data subject]*

#### **Data Protection subject access request**

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we ask the following areas to search their records for personal data relating to you:

- *[List the areas]*

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]*. We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[Or if there are fewer documents enclosed]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*

*[Include 6(a) to (h) above]*

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

**3. Replying to a subject access request explaining why you cannot provide any of the requested personal data.**

Dear *[name of data subject]*

**Data Protection subject access request**

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*

*[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the council or relevant to ongoing or preparation for litigation. Other exemptions include where the personal data identified another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to reply on the exemptions to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded]*

Yours sincerely

[Your full address]  
[Phone number]  
[The date]

Cotgrave Town Council  
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Woodview  
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Nottingham  
NG12 3PJ

Dear Sir or Madam,

**Subject access request**

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the General Data Protection Regulations relating to: [give specific details of the information you want, for example

- Your personnel file;
- Emails between 'A' and 'B' (between 1.6.11 to 1.9.11);
- Your medical records (between 2006 & 2009) held by Dr 'C' at 'D' hospital;
- CCTV camera situated at ('E' location) on 23.5.12 between 11am and 5pm;
- Copies of statements (between 2006 and 2009) held in account number xxxxx)

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the General Data Protections Regulations should be responded to with 1 month.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at [ico.org.uk](http://ico.org.uk).

Yours faithfully

*[Signature]*