

# **Hatfield Peverel Parish Council – Subject Access Request (SAR) Procedure (2026)**

## **1. Purpose of the procedure**

This procedure outlines how Hatfield Peverel Parish Council handles Subject Access Requests (SARs) in compliance with the UK GDPR and Data Protection Act 2018.

## **2. What counts as a SAR**

A SAR is a request from an individual to access personal data that the Council holds about them. Requests can be formal or informal and do not need to mention GDPR or SAR explicitly.

## **3. How SARs can be received**

SARs can be received via email, post, or in person. All requests should be forwarded to the Parish Clerk immediately.

## **4. Identity verification steps**

We must verify the identity of the requester before disclosing any personal data. Acceptable forms of ID include a passport, driving licence, or utility bill.

## **5. Logging and tracking requests**

All SARs must be logged in the SAR Register with the date received, requester details, and deadline for response.

## **6. Timescales and extensions**

We must respond within one calendar month. An extension of up to two additional months may be applied for complex requests, with notification to the requester.

## **7. Searching for information**

Relevant systems and records must be searched thoroughly. Staff should cooperate to locate all personal data relating to the requester.

## **8. Redaction and exemptions**

Before disclosure, data must be reviewed for third-party information or exemptions (e.g., legal privilege, safeguarding). Redactions must be clearly marked.

## **9. Responding to the requester**

Responses must include a copy of the personal data, the purposes of processing, data sources, recipients, retention periods, and information about rights.

## **10. Refusing a request (with lawful reasons)**

Requests may be refused if they are manifestly unfounded or excessive. The requester must be informed of the refusal and their right to complain to the ICO.

## **11. Record-keeping requirements**

A record of all SARs, including responses and decisions, must be maintained securely for audit purposes.

## **12. Templates: acknowledgement, clarification request, response letter**

Template Acknowledgement:

'Thank you for your request. We will respond within one month.'

Template Clarification:

'To help us locate your data, please clarify the nature of your request.'

Template Response:

'Please find enclosed the personal data we hold about you, along with an explanation of how it is used.'