LILBOURNE PARISH COUNCIL
Subject Access Request (SAR) Procedure

1. Introduction
Under UK GDPR, individuals have the right to access personal data held about them. This procedure explains how Lilbourne Parish Council handles Subject Access Requests (SARs).
A SAR may be made by any individual whose personal data the Council holds.

2. Submitting a Request
A SAR can be made:
- in writing (email or letter)
- verbally (in person or by phone)

Requests should be directed to the **Clerk**, who is responsible for managing SARs.
The Council may ask for proof of identity where necessary.

3. What the Council Will Provide
When responding to a SAR, the Council will confirm:
- whether personal data is being processed
- the categories of data held
- the purposes for processing
- who the data has been shared with
- how long the data will be retained
- the individual's rights
- the source of the data (if not provided by the individual)

The Council will also provide a copy of the personal data itself, unless an exemption applies.

4. Timescales
The Council will respond **within one month** of receiving the request.
This may be extended by up to **two further months** if the request is complex. If an extension is required, the Council will notify the individual within the first month.

5. Fees
SARs are normally free of charge.
A reasonable fee may be charged if a request is:
- manifestly unfounded
- excessive
- repetitive

The Council will inform the requester before applying any fee.

6. Exemptions
The Council may refuse or limit a SAR if:
- disclosure would adversely affect the rights of others
- the request is manifestly unfounded or excessive
- legal exemptions apply (e.g., crime prevention, legal privilege)

If a request is refused, the Council will explain the reasons and inform the individual of their right to complain to the ICO.

7. Locating Information
The Clerk will coordinate the search for relevant data, which may include:
- emails
- correspondence
- meeting records
- financial records
- planning information
- contractor or employment records

Councillors must provide any relevant information they hold on behalf of the Council.

8. Providing the Response
The Council will provide the information:
- securely
- in a clear and accessible format
- electronically or in hard copy, depending on the requester's preference

9. Record Keeping
The Council will keep a log of all SARs, including:
- date received
- identity verification (if required)
- actions taken
- date of response
- outcome

This supports accountability and compliance with Assertion 10.

10. Contact Details
Lilbourne Parish Council Clerk: Mrs C E Valentine Email: clerk@lilbourne-pc-gov.uk
Website: www.lilbourne-pc.gov.uk

This policy is reviewed and readopted annually. Dated May 2026