

## **Cleeve Parish Council**

## Subject Access Request Form

Name of requester (Method of communication) Email Address Phone number Postal 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 another two 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 below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document State/Local Authority Educational Grant Document HMRC Tax Notification Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Careent Mortgage Statement A recent Council Tax Bill/Demand or Statement Enancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address Verification received Yees No	Process to Action		
(Method of communication)       Final Address         Phone number       Postal Address         Date Subject Access Request made       Image: State Request made under the Data Protection Legislation       Yes       No         Date Subject Access Request action to be completed by       (One month after receipt time limit)       No         Extension to the date of reply requested       (An extension of another two months is permissible provided it is communicated to the subject within the one month period)       Yes       No         Extension date advised to the Subject Requester and method of contact       Identification must be proven from the below list:       Yes       No         Current UK/EEA Passport       UK Photo card Driving Licence (Full or Provisional)       EEA National Identity Card       Full UK Paper Driving Licence         Full UK Paper Driving Licence       State Pension Entitlement Document       State Pension Entitlement Document       HMRC Tax Notification Document         HMRC Tax Notification Document       Disabled Driver's Pass       Financial Statement       A recent Mortigage Statement         A recent Nortigate Statement       A recent Nortigate Statement       A recent Nortigate Statement       No         A recent Ouncil Tax Bill/Demand or Statement       Yes       No       No         Verification sought that the Subject Access request is substantiated       Yes       No         Veri			
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Request to be actionedYesNoFee to be charged	Verification if the Council cannot provide the information requested	Yes	No
Fee to be charged	Is the request excessive or unfounded?	Yes	No
	Request to be actioned	Yes	No
	Fee to be charged		
(Subject Access requests must be undertaken free of charge to a requester Yes No	(Subject Access requests must be undertaken free of charge to a requester	Yes	No
	unless the legislation permits a reasonable charge)		
	If the request is to be refused, action to be taken and by whom.		

Changes requested to data/ or removal	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint) Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

## Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					