

# TENTERDEN TOWN COUNCIL

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## SUBJECT ACCESS REQUEST POLICY

### 1. Scope

All personal data processed by Tenterden Town 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:

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

### 2. Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Clerk on Subject Access Requests (SARs). GDPR-*info* Ltd is responsible for handling all SARs.

### 3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 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 Tenterden Town Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Tenterden Town Council has one month from this date to provide the requested information. There are no circumstances in which an

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

3.5 The SAR application is immediately forwarded to GDPR-info Ltd, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

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

3.6 GDPR-info Ltd 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.

3.7 GDPR-info Ltd 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.

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

- (i) Crime prevention and detection.
- (ii) Negotiations with the requester.
- (iii) Management forecasts.
- (iv) Confidential references given by Tenterden Town Council (not ones given to Tenterden Town Council).
- (v) Information used for research, historical or statistical purposes.
- (vi) Information covered by legal professional privilege.

3.9 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.

3.10 The electronic formats used for responses to SARs are:

- (i) .CSV file