

Stonesfield Parish Council

Subject Access Request (SAR) Policy

1. Introduction

Stonesfield Parish Council (“the Council”) is committed to protecting the rights of individuals in relation to their personal data. This policy sets out how the Council will respond to Subject Access Requests (SARs) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Legal Framework

This policy is made with reference to:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the Information Commissioner’s Office (ICO)

3. What is a Subject Access Request

A Subject Access Request is a request made by an individual to access personal data that the Council holds about them. Requests can be made verbally or in writing, including by email.

4. Scope

This policy applies to all personal data held by the Council, whether in electronic or paper form, including emails, correspondence, meeting records and archived material.

5. Making a Request

Individuals do not need to use specific wording to make a SAR. Requests should provide sufficient information to enable the Council to locate the relevant data. Proof of identity may be requested where necessary.

6. Handling Requests

All SARs will be logged by the Parish Clerk. The Council will acknowledge requests promptly and respond without undue delay and within one month of receipt, unless an extension is permitted under legislation.

7. Exemptions and Refusals

Certain information may be exempt from disclosure, including information relating to third parties or information subject to legal privilege. Where a request is refused, the Council will explain the reasons.

8. Fees

SARs will normally be processed free of charge. A reasonable fee may be charged where a request is manifestly unfounded or excessive, in line with legislation.

9. Rights of the Data Subject

Individuals have the right to request rectification or erasure of inaccurate data and to complain to the Information Commissioner's Office if dissatisfied with the Council's response.

10. Review

This policy will be reviewed periodically to ensure continued compliance with legislation and best practice.

Adopted: 6 May 2026

Reviewed: