KIRKBY IRELETH PARISH COUNCIL

SUBJECT ACCESS REQUEST POLICY

Version 1.0

March 2026

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REVISION COMMENTARY

VERSION	DATE	APPROVED BY	SUMMARY OF CHANGES
1.0	26 Mar 26	Full Council	Initial Issue

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Correspondence Contact Details

Kirkby Ireleth Parish Council
Burlington House East
Kirkby-in-Furness
Cumbria
LA17 7UW

Email: clerk@kirkbyirelethpc.org.uk

1. Policy Requirements

Upon receipt of a Subject Access Request (SAR), the Council must comply with its obligations under the Data Protection Act 2018 and UK GDPR.

The Council:

- MUST forward any Subject Access Request immediately to the Clerk.
- MUST correctly identify whether a request constitutes a SAR under Data Protection legislation.
- MUST undertake reasonable and proportionate searches of all records to which it has access.
- MUST provide all personal data requested unless a lawful exemption applies.
- MUST respond without undue delay and in any event within one calendar month of receiving a valid request.
- MUST provide information free of charge unless legislation permits a reasonable fee.
- MUST ensure those handling SARs understand and follow this policy.
- MUST inform requestors of their right to complain to the Information Commissioner's Office (ICO) if dissatisfied.

2. Procedure

2.1 Receiving a Request

A SAR may be made verbally or in writing. Any member of staff or Councillor receiving a request must immediately notify the Clerk.
If necessary, the Council may seek clarification where a request is unclear.
Where reasonable doubt exists as to the identity of the requestor, appropriate identification may be requested before processing the request.
Acceptable forms of identification may include (but are not limited to) the examples set out below:

(* These documents must be dated in the past 12 months - +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*

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- State Pension Entitlement Document*
- HMRC Tax Credit Document*
- Local Authority Benefit Document*
- State/Local Authority Educational Grant Document*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

2.2 Locating Personal Data

Depending on how personal data is stored, searches may include:

- Emails (including archived or recoverable emails)
- Word documents, spreadsheets and databases
- Removable media (e.g. USB devices)
- Paper records within relevant filing systems
- Audio recordings
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Searches will be reasonable and proportionate.

2.3 Providing the Information

The Council must:

- Provide personal data in an intelligible form
- Explain codes, acronyms or complex terminology
- Redact exempt information where applicable
- Explain the legal basis for any redactions
- Information will normally be provided in a permanent form unless otherwise agreed.

2.4 Monitoring and Record Keeping

The Council will maintain a log of SARs received, including:

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- Date received
- Deadline
- Date responded
- Outcome

This allows monitoring of compliance with statutory timeframes.

2.5 Complaints

If a requestor is dissatisfied with the Council's response, they may raise the matter under the Council's Complaints Procedure.

They also have the right to complain to the Information Commissioner's Office (ICO).

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