

West Dereham Parish Council

SUBJECT ACCESS POLICY

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we will need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request, but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example, because we need it to comply with a legal obligation).
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4) The right to object to the processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contactus/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Contact Details

Please contact us if you have any questions about this Subject Access Policy or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, West Dereham Parish Council

Email: Clerk@westderehamparishcouncil.uk

West Dereham Parish Council

REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data we hold about you.

West Dereham Parish Council will endeavour to respond promptly and in any event within one month of the latest of the following: -

- Our receipt of your written request
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information supplied in this form will only be used for the purpose of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for the request to be processed quickly.

Full Name:

Address:

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Telephone Number:

Email Address:

Are you the data subject? Please delete as appropriate: -

Yes - I am the data subject. I enclose proof of my identity (see list of required documents)

No - I am acting on behalf of the data subject. I have enclosed the data subjects written authority and proof of the data subjects' identity and my own identity (see list of required documents).

In order to ensure data is released to the correct person, West Dereham Parish Council requires you to provide proof of your identity and address. Please supply a photocopy or scanned image of the below: -

- 1) Passport, photo driving licence, national identity card, birth certificate.
- 2) Utility bill, bank statement less than 3 months old, credit card statement, current driving licence, current TV licence, local authority tax bill.

If West Dereham Parish Council are not satisfied you are who you claim to be the right is reserved to refuse the data access request.

West Dereham Parish Council

Details of the subject access request:

Full Name:

Address:

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Telephone Number:

Email Address:

What information are you seeking?

Please give a descriptive explanation of the information you are wishing to seek from West Dereham Parish Council. Please also provide any relevant details you feel will help identify the information you require.

Please note that if the information you are seeking identifies any other individual, the person from that individual will have to be sought prior to issuing the information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you. In cases such as these, you would be informed of this and the reasons for that decision.

Declaration:

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to West Dereham Parish Council is true. I understand that it is necessary for West Dereham Parish Council to confirm my identity, and that it may be necessary to obtain more details information in order to locate the correct personal data.

Signed: Date:

The information supplied in this form will only be used for the purpose of identifying the personal data you are requesting and responding to your request. The information will only be kept for as long as necessary and in accordance with West Dereham Parish Council's document retention policy. This document will be disposed of in a safe and secure manner.