

Elsham Parish Council

Subject Access Request Form Checklist (Internal Use only)

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| Process to Action | | |
| 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) | Yes | No |
| 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 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 Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address | | |
| Verification sought that the Subject Access request is substantiated | Yes | No |
| Verification received | Yes | No |
| Verification if the Council cannot provide the information requested | Yes | No |
| 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 unless the legislation permits a reasonable charge) | Yes | No |
| If the request is to be refused, action to be taken and by whom. | | |
| Changes requested to data/ or removal | | |

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| 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 | | | | | |
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