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**Weaverham Parish Council**

***Subject Access Requests (SARs)***

A Subject Access Request (SAR) is a request made by an individual to an organisation asking for access to their personal data. Under data protection laws like the GDPR, individuals have the right to access their personal data held by organisations. This includes the right to obtain a copy of the data, understand how it is being processed, and verify its accuracy. Organisations must respond to SARs without undue delay and within one month of receipt.

Handling Subject Access Requests (SARs) involves several legal obligations under data protection laws like the GDPR and the Data Protection Act 2018.

The key obligations for Weaverham Parish Council:

1. Respond Promptly: Weaverham Parish Council must respond to a SAR without undue delay and within one month of receipt. If the request is complex or numerous, Weaverham Parish Council can extend the response time by a further two months, but the individual must be informed within the first month.
2. Verify Identity: Before providing personal data, verify the identity of the person making the request to ensure that Weaverham Parish Council are releasing information to the correct individual.
3. Provide Access: Weaverham Parish Council must provide the individual with a copy of their personal data. This can be in a physical format (e.g., printed copy) or electronic format, depending on the individual's preference.
4. Explain Data Usage: Along with the data, Weaverham Parish Council must provide information on how the data is being processed, including the purposes of processing, categories of data, recipients of the data, and any data transfers to third countries.
5. Third-Party Information: If the personal data includes information about other individuals, Weaverham Parish Council must remove or redact this information before providing the data to the requester.
6. Provide Data Safely: Ensure that the data is provided in a secure manner to prevent unauthorised access during transmission.
7. No Charge: Weaverham Parish Council must provide the information free of charge, unless the request is manifestly unfounded or excessive, in which case a reasonable fee to cover administrative costs can be charged.
8. Right to Complain: Inform the individual of their right to lodge a complaint with the supervisory authority (e.g., the Information Commissioner's Office or Chester and Cheshire West Borough Council) if they are dissatisfied with how their request is handled.
9. Document Requests: Keep a record of SARs received, including details of the request, how it was handled, and any exemptions applied