

# DALSTON PARISH COUNCIL

**Sue Milburn – Clerk**

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## Subject Access Request Form

<b>Process to Action</b>	
Name of requester Email Address Phone number Postal Address	
Date request made	
Is the request made under the Data Protection Legislation	
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)	
Extension date advised to the subject requester and method of contact	
Identification must be proven from the list below: Current UK/EEA passport UK photo card driving license (Full or Provisional) EEA National Identity Card Full UK paper driving license 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 drivers 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 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	
Verification received	
Verification if the Council cannot provide the information requested	
Is the request excessive or unfounded?	
Request to be actioned	
Fee to be charged	

(Subject access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	
If the request is to be refused, action to be taken by whom?	
Changes requested to data / or removal	
<b>Complaint Process</b> (Where a requestor is not satisfied with a response 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
<b>HR</b>					
<b>Democracy</b>					
<b>Statutory Function</b>					
<b>Legal</b>					
<b>Business</b>					
<b>Legal Requirement</b>					
<b>General Data</b>					
<b>Consultation Data</b>					