NEWPORT PARISH COUNCIL

SUBJECT ACCESS REQUEST FORM

Under the UK GDPR and Data Protection Act 2018 you have a statutory right to request confirmation that the council is processing your data and to request to see information held on you by that organisation.

You also have the right to be told:

- the purposes of and legal basis for the processing.
- the categories of personal data concerned.
- the recipients or categories of recipients to whom the personal data has been disclosed.
- the period for which the personal data is to be held.
- that you have rights to rectification and erasure of personal data where, for example, factual information has been recorded incorrectly.
- that you have the right to lodge a complaint with the Information Commissioner's Office and the contact details of the Commissioner.
- any information about the origin of the personal data concerned.

This guide is designed to help you to access the information held on you by Newport Parish Council.

How do I get to see my records?

You can make requests for records under the UK GDPR and Data Protection Act 2018. A Subject Access Request may be made verbally or in writing and use of the form below is optional. Identification will only be requested were reasonably necessary, rather than automatically requiring photographic identification. We cannot ask you why you want the information, however it is helpful to include in your request what you are looking for so that we can process your request more quickly. To help you to formulate your request, please use our form below.

Proof of identity is an official document with a photograph, such as a driving licence or a passport. A full list of acceptable official documentation is available on request. You can then post/email/deliver your letter or the form requesting your information and the proof of identity to: 16 Chantreys Drive, Elloughton, Brough HU15 1LH or clerk@newportpc.org.uk You will receive an acknowledgement within 10 working days.

Is there a fee?

The information is normally provided free of charge and a reasonable fee may only be charged where legislation permits; however, the parish council may charge a fee for further copies of the same information provided based on a standard charge per page. If you need extra copies please let us know and we will calculate the cost.

Can my request be refused?

The parish council's criteria for refusing a request include:

- the personal data might include personal data that is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation.
- where the personal data identifies another living individual or relates to negotiations with the data subject.

The parish council will send a letter explaining the reason that some of the data has been excluded or the reason that the request has been refused.

How long does it take for me to receive a copy of my records?

Under the UK GDPR and Data Protection Act 2018 your request must be completed without undue delay and in any event within one month of the written request and proof of identity being received by the council.

How is the information provided?

Wherever possible, we will provide the information in electronic format. If you wish to have a paper copy instead, please let us know when you make your request.

Will I see everything in my records?

Usually, you will see all of the information about yourself contained in your file. There are exemptions in the UK GDPR and Data Protection Act 2018 and other legislation that mean that some things have to be redacted (blanked out) or withheld. These things can include:

- Information given in confidence
- Legal advice
- Information about other people ("third party data")

Can I change anything in my records?

If there are inaccuracies in your records, you can raise them and depending on what the information is, it will be changed or a note will be kept with the record to show your disagreement with what has been recorded.

Can I request information on behalf of other people?

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as their proof of identity. If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorisation to evidence it.

Further information

For further information you can speak to the Parish Clerk, Newport Parish Council, 16 Chantreys Drive, Elloughton, Brough HU15 1LH or clerk@newportpc.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

A Subject Access Request may be made verbally or in writing and that use of the form below is optional.Identification will only be requested where reasonably necessary, rather than automatically requiring photographic identification.

If you choose to complete the form, please complete this form, read and sign the declaration and then send the completed form to Newport Parish Council, 16 Chantreys Drive, Elloughton, Brough, East Yorkshire HU15 1LH or clerk@newportpc.org.uk

Right to refuse your request:
We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

Information Request Form

1. Details of the person making the request

Title:

First name(s):

Surname:

Any other names that you have been known by

Date of Birth:

Address:

Daytime Tel No:

Email address:

2. Are you requesting information about yourself?

If yes, please go to section 4

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right, please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required. (Please complete section 3)

3. Details of the Data Subject (if requesting information on behalf of someone else)

Title:

First name(s):

Surname:

Date of Birth:

Address:

Daytime Tel No:

Email address:

Relationship to Data Subject

4. Describe the information you are requesting.
If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can.

Declaration: I certify that the information given on this form is true and correct.

Signed: Date:

Return Address: Newport Parish Council, 16 Chantreys Drive, East Yorkshire HU15 1LH
If as a result of the response to your request you are dissatisfied with the way we are using your personal information you should raise the matter with the Parish Clerk (Data Protection Contact) who can be contacted via the address above. We will do everything we can to put the matter right if the council has not processed your data correctly. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office, whose web site is https://ico.org.uk/

We only use the information that you provide for us to process your request. We may need to share that you have made a request with other organisations if we hold information about you that they have supplied and we need to consult with those organisations

regarding release of the information to you. Records of requests will be kept for 6 years after the closure of the request for operational, statistical and audit purposes.

- Approved and adopted at the Newport Parish Council Meeting 12th July 2022. Agenda item 2022/07/09
- Reviewed by the Newport Parish Council 11th July 2023 – No updates required Minute Ref 2023 07 09
- Reviewed by the Newport Parish Council 9th July 2024 – No updates required Minute Ref 2024 07 09
- Reviewed by the Newport Parish Council 8th July 2025 – No updates required Minute Ref 2025 07 08
- Reviewed by the Newport Parish Council 14th July 2026 – No updates required Minute Ref 2026 07 08
- Policy updated with further detail to clarify the subject access request process 10th November 2026 Ref 2026 11 08.