



Burghwallis
Parish Council

Subject Access Request Policy

Everyone has a right to request what data we hold about them. This can be achieved by contacting the Clerk to the Council in writing at the address below who is the person who holds and controls your data. A copy of your data may be held by other Parish Councillors, for the purposes of managing Parish Council activities.

The first thing we will do is verify that we hold data about you and that you are actually who you claim to be. This may be achieved by requesting that you can confirm a specific piece of information we already hold about you, or by providing us with a copy of some means of identification, e.g. passport, driving licence, utility or council tax bill.

If we are satisfied that you are who you say you are, then the information you have requested will be supplied in writing as soon as possible, but, in any case within one month. If that information is inaccurate and needs to be changed, for example, change of contact details, then our records will be updated, any other councillors who hold your data will be informed, and you will receive confirmation that we have taken the action requested.

We will also, at that stage, confirm why we hold that data, what we do with it and how long we need to hold the data for.

If at the end of this process, you request that we no longer hold your data, and we agree that there is no reason for us to continue to hold your data, we will destroy all our records relating to you, wherever they are held, and confirm to you that this has been done.

If there is any part of this process that you are not happy with, you have the right to lodge a complaint with the Information Commissioner's Office

Burghwallis Parish Council
www.burghwallis.org.uk

Clerk to the Council,
Ms. Joanne Halsall
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