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Subject Access Request Form

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	Yes	No
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 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 received Verification if the Council cannot provide the information requested	Yes	No
vermeation if the council carnot provide the information requested	103	140

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	Yes	No
unless the legislation permits a reasonable charge)		
If the request is to be refused, action to be taken and by whom.		
Changes requested to data / or removal		
Changes requested to data/ or removal		
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		<u>-</u>

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by