



Holybrook Parish Council

Serving the communities of Fords Farm and Beansheaf Farm

Request to access your own personal information Policy

The Data Protection Act and General Data Protection Regulation primarily deal with personal information we hold about you. It places a responsibility on the Parish Council to manage the way it obtains, process, holds, uses, discloses and disposes of personal data. Read our [Data Protection Policy](#) to find out more.

Make a request to access your own personal information

This is known as a 'Subject Access Request' (SAR). We will not charge to process this request, unless the request is 'manifestly unfounded or excessive', or, we may charge a reasonable administrative-cost fee if further copies are requested.

Please read the SAR form carefully and enclose the appropriate identity to ensure the security of your personal information.

Once we are satisfied that the information supplied by you is sufficient, and we have verification of your identity, we will conduct a search of our systems for your personal information. We are required to provide you the information, subject to any exemptions, within 40 calendar days of verification. However, a request can be refused if it is deemed to be manifestly unfounded or excessive. If this conclusion is drawn the Parish Council will provide evidence to prove its conclusion.

Please note that Data Controllers can withhold personal data if disclosing it would 'adversely affect the rights and freedoms of others'.

Subject Access Request, requiring disclosure of personal information believed to be held by the Parish Council.

Details of the data subject

Title: (Mr. Mrs. Miss. Ms. Other):	
Surname:	
First name(s):	
Address:	
Post Code:	
Telephone: Landline No.	Mobile No.
Email:	

Is there a specific item of personal information/data which you are seeking? No / Yes

If Yes, please indicate below, as this will assist us in processing your application.

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Before we can process this application, and in order to ensure that we give information only to the correct person, we will need you to provide, in person, original evidence to prove your identity, e.g. a valid photo ID driving licence or passport and an original, recent utility bill, bank statement or council tax bill showing your name and address. We will not retain copies of this information.

Please read the following declaration carefully, then sign and date it.

I certify that the information supplied to Holybrook Parish Council on this application form is true. I understand that it is necessary for the Council to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Name:

Signature:

Date: