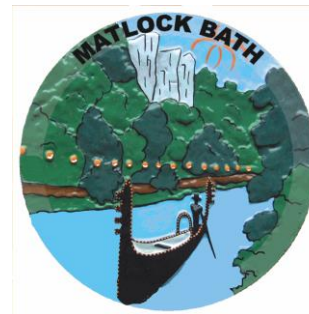


Matlock Bath Parish Council

Chair: Peter Baranek

Website: www.matlockbathparishcouncil.gov.uk

Email: clerk@matlockbathparishcouncil.gov.uk



Subject Access Requests Policy

Matlock Bath Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation.

Under the GDPR, you have rights to access the personal data the Council holds. The following procedure must be adhered to:

- On receipt of the request, notify the Chairman of the Council.
- Correctly identify whether a request has been made under the Data Protection legislation.
- Clerk or Councillor, as appropriate, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.
- All the personal data that has been requested must be provided unless an exemption can be applied.
- All requests must be responded to within one calendar month after accepting the request as valid.
- Subject Access Requests will be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
- Where a requestor is not satisfied with a response to a SAR, full Council must manage this as a complaint.
- Requesters should also be advised that they may complain to the Information Commissioner's Office if they remain unhappy with the outcome.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use prior to commencing with processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

Matlock Bath Parish Council, Coppice End, 19 Derby Road, Matlock Bath, Derbyshire DE4 3PU
Telephone: 07914 420545 or e-mail: clerk@matlockbathparishcouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or by e-mail ico.org.uk/global/contact-us/e-mail or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF