

# Bovingdon Parish Council

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## Subject Access Request (SAR) Form

Process to Action	
Name of requester:  (Method of communication): Phone number:                      Email Address:  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 communicated to the subject within the one-month period)	Yes      No
Extension date advised to the Subject Requester and method of contact	
Identification must be proven from the below list:  <b>Photo id and address id required</b>  Photo id Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card  Proof of address (within last 3 months where applicable) A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Building Society Passbook which shows a transaction in the last 3 months and their address Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company	

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## Procedure for handling a Subject Access Request

<p>Full UK Paper Driving Licence  HMRC Tax Credit Document  HMRC Tax Notification Document  Local Authority Benefit Document  State Benefits Entitlement Document  State/Local Authority Educational Grant Document  State Pension Entitlement Document  Tenancy Agreement  Utility bill for supply of gas, electric, water or telephone landline Bank within last 3 months</p>		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
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 unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
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		

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## Procedure for handling a Subject Access Request

**Categories of Data to Check**

Data	Filing Cabinet	PC	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal requirement					
General Data					
Consultation Data					