



## Much Wenlock Town Council

# SUBJECT ACCESS REQUESTS PROCEDURE

This procedure applies to anyone making a subject access request.

1. Write to the Data Controller at:

Much Wenlock Town Council  
The Corn Exchange  
High Street  
Much Wenlock  
TF13 6AE

or email: [townclerk@muchwenlock-tc.gov.uk](mailto:townclerk@muchwenlock-tc.gov.uk)

2. Clarify what personal data you need.
3. Provide your address and valid evidence to prove your identity. The Council accepts the following forms of identification. (These documents must be dated in the past 12 months.)  
The council accepts the following forms of identification (\* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- 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+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

4. Your SAR will not be processed until your identity has been verified.
5. Where data is requested in an electronic form personal data will be provided by electronic means where possible.
6. If the Council is not the data controller and merely a processor, you will be referred to the actual controller.
7. Receipt of your SAR will be acknowledged promptly and at the latest within one month.
8. Where data requested involves data on other data subjects this data will be redacted before it is supplied to you.
9. You will be notified why personal data is being withheld. For example, we will not provide personal data that is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individuals or relates to negotiations with the data subject.
10. Your SAR will be refused, or a reasonable fee charged, if it is deemed to be unfounded or excessive (in particular because of its repetitive character). You will be notified if any costs will be involved in processing the data requested.
11. If the Council cannot provide the information requested you will be informed without delay and at the latest within one month of the request being received.
12. All data will be supplied in permanent form except where you agree or where it is impossible or would involve undue effort. If you request to do so you will be invited to view the personal data on screen or inspect files on our premises.
13. Copyright in the personal data you may be given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without prior written consent of the copyright holder.
14. If you are not happy with the way the Council has handled your request you may complain to the Information Commissioner's Office (ICO).

*Adopted 7 June 2018*