



# **Corfe Mullen Town Council**

## **Subject Access Request Procedure**

Corfe Mullen Town Council shall complete the following steps when processing a request for personal data (Subject Access Request or SAR).

1. Ascertain whether the requester has a right to access the information and in what capacity.
2. Obtain proof of identity (once this step has been completed the clock can start).
3. Engage with the requester if the request is too broad or needs clarifying.
4. Make a judgement on whether the request is complex and therefore should be extended to a two-month response time.
5. Acknowledge the requester providing them with:
  - a) the response time - one month (as standard), two months if complex;
  - b) details of any costs - nil for standard requests, or, if the request is manifestly unfounded or excessive, or further copies of the same information is required, a fee can be charged which is in line with the administrative cost.
6. Use its Audit of Processing Activities to identify data sources and where they are held.
7. Collect the data.
8. If (6) identifies third parties who process it, then engage with them to release the data to Corfe Mullen Town Council.
9. Review the identified data for exemptions and redactions in line with the Information Commissioner's Office (ICO) Code of Practice on Subject Access.
10. Create the final bundle and check to ensure all redactions have been applied.
11. Submit the final bundle to the requester in a secure manner, and in the format which they have requested.