



Subject Access Request (SAR) Procedure

For adoption July 2026

APPENDIX 3

Introduction

This procedure explains how Winkfield Parish Council handles Subject Access Requests (SARs) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. What is a Subject Access Request?

A Subject Access Request (SAR) is a request made by an individual to access the personal data that the Council holds about them. Individuals have the right to know whether their personal data is being processed and, if so, to receive a copy of that data. All SARs will be dealt with by the Parish Clerk and should be sent to clerk@winkfieldparishcouncil.gov.uk or delivered to the Parish Office.

2. How to make a Subject Access Request

A Subject Access Request may be made by email or by post. The request does not need to mention 'Subject Access Request' or refer to data protection legislation, as long as it is clear that the individual is requesting their own personal data. Requests should be sent to the Parish Clerk using the council's published contact details.

3. Proof of identity

Before releasing any personal data, the council must be satisfied of the requester's identity. The individual may be asked to provide suitable proof of identity and address. Where identification is required, the response period will begin once sufficient identification has been received.

4. What information will be provided

Where personal data is held, the council will provide a copy of the relevant personal data and confirm how and why it is processed. Information may be redacted where it includes third-party personal data or where an exemption under data protection law applies.

5. Timescales

The council will respond to a valid Subject Access Request within one month. Where a request is complex or involves a large volume of data, this period may be extended by up to two additional months. The requester will be informed within the first month if an extension is required and the reasons for it.

6. Fees

Subject Access Requests are normally provided free of charge. However, legislation permits reasonable fees to be charged for a SAR if the costs of complying with the request are manifestly unfounded or excessive, or if an individual requests further copies of their data.

7. Handling and security of information

All personal data provided in response to a Subject Access Request will be supplied securely and handled in accordance with the council's Data Retention & Disposal Policy and all applicable data protection legislation.

8. Complaints

If a requester is dissatisfied with the handling of their Subject Access Request, they may raise the matter with the Parish Clerk. They also have the right to complain to the Information Commissioner's Office (ICO) casework@ico.org.uk
Tel: 0303 123 1113.

Further guidance can be found here:

[How do we recognise a subject access request \(SAR\)? | ICO](#)