

SHREWLEY PARISH COUNCIL

POLICY STATEMENT – SUBJECT ACCESS REQUESTS

Under the General Data Protection Regulations May 2018, individuals have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information – this largely corresponds to the information that should be provided in a privacy notice.

Individuals must be able to make requests electronically as well as physically. Data subject access requests can now be made in any form, including through email, phone call or web contact forms.

The Parish Council must provide a copy of the information free of charge. However, the Parish Council can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The Parish Council may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that it can charge for all subsequent access requests.

The fee must be based on the administrative cost of providing the information. Information must be provided without delay and at the latest within one month of receipt.

**Adopted by Shrewley Parish Council Monday 1st July 2019.
Review date Monday 6th July 2010.**