

TEMPLE GUITING PARISH COUNCIL

Subject Access Requests (SARs)

If you want to find out what information Temple Guiting Parish Council has about you:

1. Write to/email the Clerk explaining what you would like to see. You will need to provide your full name and address as well as proving your identity (see list below of documents accepted as proof). There is no charge.
2. TGPC will check whether the request falls under the Data Protection legislation.
3. TGPC will make a full and exhaustive search of all records and log the request.
4. All the personal data that has been requested will be provided unless an exemption applies. Exempt personal data will be redacted with an explanation of why it is being withheld.
5. We will respond within one calendar month after accepting the request as valid.
6. If you are not satisfied with the response to an SAR, the council must manage this as a complaint to be handled by the ICO (Information Commissioners Office).

Valid proof of identity documents

The council accepts the following forms of identification:

- * 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*
- * 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

(* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months)