

Subject Access Request Procedure

This procedure will be followed when an individual contacts Avon Local Councils' Association (ALCA) to request access to their personal information held.

The requests will be completed within 1 month.

Subject Access Requests (SARs) are usually provided free of charge, however, ALCA may charge a 'reasonable fee' when a request is deemed to be manifestly unfounded or excessive, particularly if it is repetitive.

The steps below will be followed to action the request:

1. A check will be made that it is a valid subject access request
 - a) The request must be in writing (letter, email, social media or fax).
 - b) The person requesting the information must provide sufficient information to allow ALCA to search for the information. Request for more information from the person if the request is too broad.
2. The identity of the requestor will be verified.
 - a) ALCA must be confident that the person requesting the information is indeed the person the information relates to. ALCA will ask for the person to attend a meeting with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. ALCA will determine where the personal information will be found
 - a) ALCA will consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If ALCA does not hold any personal data the requestor will be informed.
4. Information will be screened
 - a) Some of the information may not be disclosable due to exemptions and legal advice will be sought before applying exemptions.

Examples of exemptions are:

- References you have given
- Publicly available information
- Crime and taxation
- Management information (restructuring/redundancies)
- Negotiations with the requestor
- Regulatory activities (planning enforcement, noise nuisance)
- Legal advice and proceedings

- Personal data of third parties

5. Whether ALCA can disclose the information will be assessed

- In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.

6. The SAR response will be prepared including, as a minimum, the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with the Information Commissioners Office ("ICO");
- if the data has not been collected from the data subject: the source of such data;
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

ALCA will also provide a copy of the personal data undergoing processing.

All SAR's will be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

Version number	Purpose/change	Author	Date
0.1	Initial draft	CO	11/7/18
Next review date			