



## **FREEDOM OF INFORMATION SARS POLICY**

1. UPON RECEIPT OF A Freedom of Information Subject Access Request, ONEHOUSE PARISH COUNCIL (OPC) WILL:
  - (a) Verify whether OPC is the controller or the processor of the data subject's personal data, OPC will inform the data subject and refer them to the controller.
  - (b) Verify the identity of the data subject.
  - (c) Verify the access request; request additional information as required.
  - (d) Verify whether requests are unfounded or excessive. Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
  - (f) Verify whether OPC processes the data requested. If it does not process any data, inform the data subject. Ensure the internal SAR procedure is followed and progress can be monitored.
  - (g) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
  - (h) Verify whether the data requested also involves data on other data subjects and ensure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.
  
2. RESPONDING TO A SAR
  - (a) OPC will respond to a SAR within one month after receipt of the request:
    - (i) If more time is needed to respond to complex requests, notify the requestor maximum of three months in total is permissible
    - (ii) if the OPC cannot provide the information requested, it should immediately inform the data subject on this decision
  - (b) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
  - (c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
    - (i) the purposes of the processing;
    - (ii) the categories of personal data concerned;
    - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed
    - (iv) where possible, the period for which personal data will be stored or, if not possible, the criteria used to determine that period;
    - (v) 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;
    - (vi) the right to lodge a complaint with the Information Commissioners Office ("ICO");
    - (vii) if the data has not been collected from the data subject: the source of such data;

## ONEHOUSE PARISH COUNCIL

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- (viii) 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.
- (d) OPC will provide a copy of the personal data undergoing processing.