



# HULLBRIDGE PARISH COUNCIL

## How to Make a Data Access Request

Under the UK General Data Protection Regulation (UK GDPR), individuals have the right to request access to personal data held about them by Hullbridge Parish Council. This is known as a **Subject Access Request (SAR)**.

To make a request, please write to the **Clerk to the Council** using the contact details provided on the Council's website or in official correspondence. Your request should include:

- Your full name and contact details.
- A clear description of the information you are requesting.
- Any details that may assist the Council in identifying the data (such as dates, locations, or context of the interaction).
- Proof of your identity and, where relevant, proof of authority to act on behalf of someone else.

Requests may be submitted by **email or post**. The Council will acknowledge your request and normally respond within **20 working days** from receipt of all the necessary information and identification. In accordance with Article 12(3) of UK GDPR, this period may be extended by a further two months if the request is complex or numerous. If this is the case, the Council will inform you within the initial one-month period and explain the reasons for the delay.

There is **no fee** for submitting a Subject Access Request. However, a **reasonable fee** may be charged for:

- Repetitive or excessive requests;
- Requests for additional copies of previously provided data;
- Requests that are manifestly unfounded.

All SARs and responses are logged in accordance with the Council's **Record of Processing Activities (ROPA)** and **Information Asset Register**, and handled securely and confidentially.

If you are dissatisfied with how your request has been handled, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** via [www.ico.org.uk](http://www.ico.org.uk) or by calling 0303 123 1113.