

## **SANCTON PARISH COUNCIL**

### **Data Protection Procedure**

Sancton Parish Council holds very personal data. Data that is currently held, includes, but is not limited to –

Electoral Roll lists

Email addresses

Employment records

Grave reservation records

Sancton Parish Council complies with the Data Protection Act 1988 in the following ways -

1. Any personal data held by Sancton Parish Council will only be used in relation to the purpose for which it was obtained.
2. No personal data will be passed to third parties without the authority of the data subject, unless required to do so by law.
3. Council records, including personal data, are stored securely.
4. Personal data held by Sancton Parish Council will be periodically reviewed, and data no longer required will be deleted.

For any enquiries regarding personal data held by Sancton Parish Council, please contact the Clerk, Mrs Louise Ward, 9 New Road, Worlaby, Brigg, North Lincolnshire, DN20 0PE.

A request to have a copy of information held about you may be made to the Clerk, using the form attached. A fee of £10 (cheques made payable to Sancton Parish Council) should accompany any request. You must provide proof of identity, and of address, in the form of passport, photo driving licence, or birth certificate, and recent (past 3 months) utility bill, or bank statement. No requests from third parties to obtain someone else's personal data will be entertained, unless written authority, and proof of identity, from the individual concerned is received, or the agent has a legal form of authority (power of attorney) for the individual. The Council must be satisfied that this criteria has been met before releasing any information. We will provide you with information we hold about you within 40 days.

If you do not think that Sancton Parish Council has complied with the Data Protection Act 1988, please contact the Clerk in the first instance, and if you are still dissatisfied you may contact –

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  
Telephone 01625 545745.

This policy was adopted by Sancton Parish Council at its meeting held on the 22<sup>nd</sup> May 2017.

Next review due May 2019.

**DATA PROTECTION ACT 1988**

**SUBJECT ACCESS REQUEST**

Please return this form to – Mrs Louise Ward, Parish Clerk, Sancton Parish Council, 9 New Road, Worlaby, Brigg, North Lincolnshire, DN20 0PE.

**SECTION A**

**Please complete your details, or the details of the person whose information is required**

**Full Name.....**

**Any previous names.....**

**Date of birth.....**

**Address.....**

.....

.....

**Telephone number.....**

**Email address.....**

**Please delete as appropriate**

**I request a copy of data held about myself by Sancton Parish Council. (Please go to Section C)**

**or**

**I request a copy of data held about someone else. (Please go to Section B)**

**SECTION B**

**I am requesting information about the person named at Section A.**

**My details are**

**Name.....**

**Address.....**

.....

**Date of birth.....**

Telephone number.....

Email address.....

Please detail why you are requesting this information on their behalf.....

.....

.....

Please delete as appropriate

I enclose written authority from the person named at Section A, plus their proof of identity.

Signature of the person giving consent for the information to be released

Signed.....

or

I hold Power of Attorney.

**SECTION C**

Please detail what information you are requesting.....

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I enclose a cheque made payable to Sancton Parish Council for £10.

I enclose proof of identity.

I enclose proof of address.

Signed.....

Dated.....