BARLASTON PARISH COUNCIL

RIGHTS REQUEST POLICY

GDPR9

RIGHTS REQUEST POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	February 2026

This document was reviewed by:

The Parish Council	10 March 2026

This document version was adopted by:

The Parish Council at their meeting on	10 March 2026

Document Review schedule:

Next Mandatory Review by	March 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	10 March 2026	GDPR9	New Policy – Assertion 10 2025/26	-

Barlaston Parish Council – Data Subject Rights (Requests) Policy
Linked to: Data Audit / GDPR Policy / Data Protection Risk Register

Purpose

This policy sets out how Barlaston Parish Council handles requests from individuals (data subjects) to exercise their rights under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. It ensures all requests are managed lawfully, promptly, and consistently.

Scope

Applies to all personal data processed by Barlaston Parish Council, including information about residents, councillors, staff, volunteers, and suppliers.

Rights Covered

Individuals have the right to:

- **Be informed**: know what data we hold, why, and for how long
- **Access:** obtain a copy of their personal data (Subject Access Request, SAR)
- **Rectification**: correct inaccurate or incomplete personal data
- **Erasure**: request deletion where lawful (Right to be Forgotten)
- **Restrict processing**: limit use of personal data in certain circumstances
- **Data portability**: request transfer of their data to another controller
- **Object**: object to processing for direct marketing, legitimate interests, or public task
- **Automated decision-making**: not be subject to decisions based solely on automated processing including profiling

Request Procedure

1. **Receipt** : All requests must be submitted in writing or by email to the Clerk/DPO (clerk@barlastonparishcouncil.gov.uk).
2. **Verification**: The identity of the requester will be verified before releasing data.
3. **Acknowledgement**: Requests will be acknowledged within **3 working days**.
4. **Action**: The Clerk/DPO will review, collate, and provide the requested information or take the requested action within 1 calendar month of receipt. This can be extended by a further 2 months in complex cases; the requester will be informed.
5. **Refusal**: Requests may be refused if manifestly unfounded, excessive, or repetitive. Any refusal will be explained in writing.

6. **Fees**: Normally requests are free. A reasonable fee may apply for excessive or repetitive requests (as per the Council's Freedom of Information Publication Scheme).
7. **Record-Keeping**: All rights requests and actions taken must be logged in the Council's Information Audit.

Responsibilities

- **Clerk / DPO**: main point of contact for all rights requests, ensures requests are actioned within the statutory timeframe.
- **Councillors and Staff**: must immediately forward any requests received to the Clerk/DPO.

Communication

- Responses to requests should be in a clear, understandable format.
- Data provided may be redacted where third-party information is included.

Complaints

- Individuals can complain to the Clerk/DPO if they are unhappy with how their request was handled.
- Individuals have the right to contact the Information Commissioner's Office (ICO) at any time.

Review

- This policy will be reviewed at least annually or when GDPR guidance changes.

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Chairman Date: 10 March 2026