



Buckhorn Weston and Kington Magna Parish Council

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Data Subject Rights Procedure

1. Purpose

This procedure outlines how Buckhorn Weston & Kington Magna Parish Council recognises, manages, and fulfils data subject rights under the UK GDPR and GDPR. It ensures that all requests are handled lawfully, transparently, and within statutory timeframes.

2. Scope

This procedure applies to:

- All employees, contractors and temporary staff
- All personal data processed by the Parish Council
- All data subjects, including customers, employees, partners, and website users

3. Data Subject Rights Covered

The Parish Council recognises the following rights:

Right	Description
Right to be informed	Transparency about how personal data is used
Right of access (SAR)	Obtain a copy of personal data and related information
Right to rectification	Correct inaccurate or incomplete data
Right to erasure	Request deletion of personal data under certain conditions
Right to restrict processing	Limit how data is used
Right to data portability	Receive data in a structured, machine-readable format
Right to object	Object to processing based on legitimate interests or direct marketing
Rights related to automated decision-making	Safeguards against solely automated decisions

4. Submitting a Request

Data subjects may submit requests through:

- Email
- Postal mail
- In person

All requests must be forwarded immediately to the **Data Protection Officer (DPO)** or designated privacy lead.

5. Verifying Identity

Before processing a request, the Parish Council must verify the requester's identity. Acceptable verification methods include:

- Matching known account information
- Requesting additional documentation (e.g. ID, utility bill)
- Confirming access to a registered email address

If identity cannot be verified, the Parish Council will request further information and pause the response timeline until verification is complete.

6. Logging the Request

The DPO logs the request in the **DSR Register**, including:

- Date received
- Data subject name and contact details
- Type of request
- Verification status
- Deadline for response
- Actions taken
- Final outcome

7. Assessing the Request

The DPO determines:

- Whether the Parish Council processes the individual's data
- Whether any exemptions apply (e.g., legal privilege, employee references, crime prevention)
- Whether fulfilling the request impacts the rights of others

If an exemption applies, the organisation will document the justification and inform the data subject.

8. Responding to the Request

Timeframe

- Standard deadline: **1 month** from receipt
- Extension: Up to **2 additional months** for complex or multiple requests
- The data subject must be informed of any extension within the first month

Format of Response

Responses must be:

- Clear and concise
- In writing (unless otherwise requested)
- Free of charge unless the request is manifestly unfounded or excessive

9. Specific Procedures by Request Type

9.1 Right of Access (SAR)

- Identify all systems containing the subject's data
- Collect and review data for third-party information
- Redact where necessary
- Provide:
 - Categories of data
 - Purposes of processing
 - Recipients
 - Retention periods
 - Source of data
 - Rights and complaint routes

9.2 Right to Rectification

- Verify the accuracy of the requested correction
- Update systems and notify relevant third parties
- Confirm completion to the data subject

9.3 Right to Erasure

- Assess whether a lawful basis for retention still applies
- If erasure is permitted, delete data from all systems and backups (where feasible)
- Notify third parties where applicable

9.4 Right to Restrict Processing

- Flag or lock data in systems
- Ensure no further processing occurs except storage
- Notify the data subject when the restriction is lifted

9.5 Right to Object

- Assess whether legitimate interests override the objection
- Immediately stop direct marketing processing
- Inform the data subject of the outcome

9.6 Data Portability

- Provide data in a structured, commonly used, machine-readable format
- Transfer directly to another controller if technically feasible

9.7 Automated Decision-Making

- Provide meaningful information about the logic involved
- Offer human intervention where required

10. Communication with the Data Subject

All communications must:

- Be professional and transparent
- Explain decisions clearly
- Provide contact details for the DPO
- Inform the individual of their right to complain to the ICO

11. Record Keeping

The Parish Council maintains:

- A DSR Register
- Copies of all correspondence
- Evidence of decisions and actions taken

Records are retained for **at least 3 years**.

12. Training

All staff handling personal data must receive annual training on:

- Recognising DSRs
- Escalation procedures
- Data protection principles

13. Review and Updates

This procedure is reviewed **annually** or after significant regulatory or organisational changes.

