



CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

GENERAL DATA PROCESSING REGULATIONS (GDPR)

SUBJECT ACCESS REQUESTS

The GDPR includes the following rights for individuals:

(1) **You have a right to be informed of the data that we hold on you and:-**

- Why we hold the data
- How we use the data
- How long we keep it for

You have a right to complain to the Information Commissioner's Office (ICO) if you think that there is a problem in the way that we deal with your personal data.

(2) **The right to rectification (correction)**

You have the right to have your personal data corrected (rectified) if it is inaccurate or incomplete. If the data has already been given to third parties, we must tell those third parties of the correction. We must also tell you about the third parties to whom the data has been given.

(3) **The right to erasure (also known as the right to be forgotten)**

- a) You have the right to request the removal or erasure of your personal data, for example if it is no longer necessary to process the data, or you object to such processing and/or withdraw your consent. In such cases will also ensure that any third party with whom the data was shared also deletes such data.
- b) However, if the purpose(s) for which the data was collected still exist(s), then you may not be able to request the deletion of that data, unless it was given by consent and you are withdrawing your consent.

(4) **The right to restrict processing**

- a) You have the right to restrict processing of your personal data if you believe it is inaccurate or you object to the processing.

(5) **The right to data portability**

- a) You have the right to request that your personal data be provided to you (or a third party) in a machine readable portable format free of charge.

All Subject Access Requests (SAR) should be made in writing to:

The Data Controller,
Goetre Fawr Community Council,
c/o Laburnum,
Croes-y-pant Lane,
Mamhilad,
Monmouthshire,
NP4 0JD

Or by email to theclerk@goytre.gov.uk

If we receive a SAR from you:

- (a) We will respond to you within one month after receipt of your request;
- (b) If more time is needed to respond we will communicate this to you in a timely manner (and within the first month);
- (c) If we cannot provide the information requested, we will inform you without delay (and at the latest within one month of receipt of your request).
- (d) We will provide the following information as a minimum in our response:
 - (i) details of the personal data undergoing processing. In some cases we may redact any exempt personal data from the released documents but we will explain why that personal data is being withheld;
 - (ii) the source of the data if it has not been collected from yourself
 - (iii) the purpose(s) of the processing;
 - (iv) the categories of personal data concerned;
 - (v) the recipients or categories of recipients to whom the personal data has been or will be disclosed;
 - (vi) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (vii) the existence of your right to request rectification or erasure of the personal data or to request a restriction of the processing of the personal data, or to object to such processing.

If you are unhappy about the way we have handled your SAR, or the outcome, you can contact the Information Commissioners Office on 0303 123 1113 or via email at:

<https://ico.org.uk/global/contact-us/email/> or by post to:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF.