

# **WALBERSWICK PARISH COUNCIL**

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold. Suffolk IP18 6UD  
Tel: 01502 723294 Email: wpcclerk@btinternet.com

## **Subject Access Requests pursuant to the Data Protection Act 1998**

There are currently no formal safeguards in place to help ensure Walberswick Parish Council handles subject access requests properly, although members of the public have been asked not to write to individual Councillors as this can lead to confusion about whether an issue has been dealt with or not and also whether the Clerk or a Councillor is responsible for the matter.

Safeguards to be put in place immediately include:

All letters, emails and other communications will be speed read on receipt to examine whether they contain any subject access requests under the Data Protection Act 1998 (the Act), even if the Act is not mentioned.

Communications which contain a subject access request will be separately filed for action.

If the request is not clear the Clerk will within 10 working days (unless the Clerk is on annual or sick leave when the period will be extended) contact the requester to ask for clarifying information.

Once the request is clarified, the deadline for compliance of 40 days will be diarised.

A diary entry in 10 working days will also be entered and the Clerk will endeavour to deal with the request within that time limit.

Presently the Council does not charge a fee for complying with subject access requests. This will be reviewed if the number of requests significantly increases.

Jane Gomm  
Clerk to Walberswick Parish Council  
13 December 2011