



Subject Access Request (SAR) – How to Request your Personal Data

St Stephen Parish Council is committed to ensuring your personal data is treated lawfully, fairly and transparently.

Purpose: To request a copy of your personal information held by St Stephen Parish Council including CCTV footage in which you appear.

How to Make a Request:

You may make a request verbally, in writing or by email. Please provide:

- Your name, address, email and telephone number .
- A brief description of the information you are requesting.
- If requesting CCTV footage please also provide:
 - Date and approximate time of the recording.
 - Location or camera site (e.g. Parish Centre main entrance).
 - Any distinguishing features to help identify yourself in the footage (e.g. clothing).
- We may ask you to provide proof of identity where necessary for example a recent utility bill, passport or driving licence.

Where to send your Request:

- Phone: The Clerk, 01923 681 443.
- Email: clerk@ststephen-pc.gov.uk . Please use Subject Access Request as the email subject line.
or
- Post: The Parish Centre, Station Road, Bricket Wood AL2 3PJ. Please mark your correspondence: Subject Access Request.

Response Time:

- We will respond within one calendar month of receiving your request.
- Access may be refused if disclosure would prejudice the rights of others or an ongoing investigation.
- There is no fee for submitting a SAR.