SUBJECT ACCESS REQUEST

# Data Subject Access and the General Protection Regulations

Washington Parish Council takes your data privacy seriously.

If you wish to find out what information the Council holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. Please select from the list below:

Current UK/EEA Passport

UK Photo card Driving Licence (Full or Provisional)

EEA National Identity Card

Full UK Paper Driving Licence

State Benefits Entitlement Document

State Pension Entitlement Document

HMRC Tax Credit Document

Local Authority Benefit Document

State/Local Authority Educational Grant Document

HMRC Tax Notification Document

Disabled Driver’s Pass

Financial Statement issued by bank, building society or credit card company

Utility bill for supply of gas, electric, water or telephone landline

A recent Mortgage Statement

A recent council Tax Bill/Demand or Statement

Building Society Passbook which shows a transaction in the last 3 months and their address

You will receive a response to your request within 28 days.

Please send your request to one of the following:

[clerk@washingtonparish.org.uk](mailto:clerk@washingtonparish.org.uk)

or

Washington Parish Council, PO BOC 2286, Pulborough RH20 9BT

Date of this policy adoption**: APCM May 2021**

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| Date of review | Minute reference | Next Review |
| 13th May 2025 | APCM/26/12 (ii) | May 2025 |
| 12th May 2025 | APMC/25/5/20 | May 2026 |