

## Subject Access Request Form

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

If you wish to find out what information St Stephen Parish 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 for example a scanned copy of a household bill, passport or driving licence.

You will normally receive a response to your request within 20 days.

Please send your request to the clerk, Sue Hake, clearly marked:

**Subject Access Request** by email or by post to:

[clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

or

The Parish Centre, Station Road, Bricket Wood AL2 3PJ