



Glynneath Town Council - Cyngor Tref Glynnedd

Bethania Community Centre
High Street, Glynneath, SA11 5DA
Tel: 01639 722961 / 07952 383523
E-mail: clerk@glynneathtowncouncil.gov.uk
Website: www.glynneathtowncouncil.gov.uk

11th August 2022

Mr D Richards

Sent via email:- dairichardswales@gmail.com

Dear Mr. Richards,

RE: Subject Access Request

I would ask that the Glynneath Town Council please provide the remainder of the email chain between Michael Pugh and the Glynneath Town Council that bears my name 'Mr David Richards' as the subject matter, so that it is complete.

I refer to the above request which was received via e-mail.

I can confirm that your request for information has been dealt with under the Data Protection Act 2018 and GDPR UK. Under this legislation, an individual has the right to access and receive a copy of their personal data and other supplementary information.

When an organisation receives a Subject Access request, then it must:

- Respond without delay and within one calendar month of the request,
- Perform a reasonable search for the requested information,
- Provide the information in an accessible, concise and intelligible format, and
- Only refuse to provide information if an exemption of restriction applies or if the request is manifestly unfounded or excessive.

In relation to your Subject Access request, I can confirm that the Town Council does not hold the further information that you have referred to. I will comment further on this in the email body of the reply correspondence to you for this matter.

Should you wish to complain about the handling of this Subject Access request, you are asked to put your complaint in writing. It will be dealt with at the next available Full Council meeting.

You also have the right to complain directly to the Information Commissioner's Office in relation to this item:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH
e-mail: wales@ico.org.uk

Yours Sincerely,

Ceri Willcox

Ceri Willcox
Clerk to Glynneath Town Council