



Glynneath Town Council - Cyngor Tref Glynnedd

Bethania Community Centre
High Street, Glynneath, SA11 5DA
Tel: 01639 722961 / 07592 383523
E-mail: clerk@glynneathtowncouncil.gov.uk
Website: www.glynneathtowncouncil.gov.uk

1st July 2022

Mr D Richards

SENT VIA E-MAIL: dairichardswales@gmail.com

I write to you regarding the request emailed to Glynneath Town Council.

RE: Subject Access Request

Request for personal information discussed within the context of an email chain between Councillors

I refer to the above request which was received at the Bethania Community Centre via letter and supporting email.

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:

- 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 have enclosed the pdf copy of the email chain which I believe relates to the request that you have made. This email chain was sent to me by a current Councillor. I have tried to present it in linear time order with the start of the conversation at the beginning of the document and some line breaks to denote where emails end.

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
Please phone 0330 414 6421 to talk to the team.
e-mail: wales@ico.org.uk

Yours Sincerely,

Ceri Willcox (Mx)
Clerc y Cyngor Tref / Clerk to the Town Council
Cyngor Tref Glynnedd / Glynneath Town Council
email: clerk@glynneathtowncouncil.gov.uk
Tel: 01639 722961

When you contact us:

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. Your information may however be published in the public domain if you require the Council to discuss the matter raised.