

SECOND DROMARA PRESBYTERIAN CHURCH

SUBJECT ACCESS POLICY

1. Second Dromara Presbyterian Church is committed to complying with data protection legislation. Under the legislation individuals can access the personal data that an organisation holds about them. The individual is entitled to be:
 - told whether any personal data is being processed
 - given a description of the personal data, the reason(s) it is being processed, and whether it will be given to any other organisations or people
 - given a copy of the data and details of the source of the data (where this is available).
2. Individuals have the right also to:
 - rectify personal data which is incomplete or inaccurate and, if necessary, inform third parties that this has been done
 - be informed of how personal data is processed in a transparent manner
 - have their personal data deleted unless there is a valid reason not to do so
 - restrict processing of personal data for certain purposes
 - object to the processing of personal data in a certain way
 - have data transferred to a third party so it can be reused (data portability)
 - have a say in whether automated decisions are being made using the personal data and insist on an actual person intervening.
3. Children have the same rights as adults in this regard. In the case of young children these rights are usually exercised through their parents. However, if we are satisfied that the child in question is mature enough to understand their rights then we will respond to the child directly. We will encourage the child to discuss the matter with his or her parents. When responding to a request from a child we will take particular care to ensure that the response is given in a way that the child can understand.
4. A request by an individual to access their personal data as set out above is known as a Subject Access Request. There is no prescribed format for making a Subject Access Request, other than it should be in writing, either by email to the Data Protection Lead or by completing the attached form (Appendix A)
5. The identity of the person making the request will be verified before any personal data is provided to him or her.
6. We will aim to provide the relevant requested data within 14 working days from receipt of the Subject Access Request and, in any event, within one month of

receipt of the request. If the nature of the request is particularly complex, then we may need an extension of time to comply with the request. We will inform the individual if this is the case and the reasons why this is necessary. We may need to ask for more information in order to find the personal data covered by the request.

7. There is no fee for handling Subject Access Requests. However, we may charge a fee if the request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
8. This policy will be reviewed on an annual basis.

Signed: Kenneth Hanna

Position: Minister

Date: 26/9/18

Data Subject Access Request Form

Appendix A

How to apply for personal held about you by Second Dromara Presbyterian Church

Under Data Protection law you can ask for copies of paper and computer records about you that an organisation holds, shares or uses. In order to deal with your request, we can ask for proof of identity and enough information to enable us to locate the personal data that you request. If you wish to have copies of personal data that we hold about you, please complete this form and return it with proof of your identity to The Data Protection Lead, Second Dromara Presbyterian Church, 3 Begny Hill Road, Dromara, Dromore BT25 2BN. Alternatively, you may email your request to seconddromaragdpr@btinternet.com.

We will acknowledge safe receipt and respond within one month.

Part 1: The Person that the request relates to (the Data Subject)

Title: Mr / Mrs / Miss / Ms / Other _____

Surname: _____

Forenames: _____

Any other names that you are known by that may assist in the search: _____

Address: _____

Postcode: _____

Telephone: _____

E-mail: _____

Date of birth: _____

Part 2: Proof of identity

We need to verify the identity of anyone requesting the release of personal information. To help us establish your identity your application must be accompanied by **two** pieces of identification that between them clearly show your name, date of birth and current address.

Please enclose a photocopy of **one** of the following as proof of identity:

- passport,
- photocard driving licence,
- birth or adoption certificate

and

- a copy of a bank statement or utility bill dated within the last three months.
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This is to ensure that we are only sending information to the data subject and not to a third party. If none of these are available, please contact the Data Protection Lead at the following email address for advice on other acceptable forms of identification:

seconddromaragdpr@btinternet.com

Part 3: Information requested

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. Please include time frames, dates, names or types of documents, any file or incident reference and any other information that may enable us to locate your data, for example, for e-mails, the names of senders and recipients and approximate dates.

Please continue on a separate sheet of paper, if necessary.

I, _____, confirm that the information provided on this form is correct and that I am the Data Subject whose name appears on this form. I understand that Second Dromara Presbyterian Church must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want.

I also understand that my request will not be valid until all of the information requested by Second Dromara Presbyterian Church to help to locate the personal data that I want and to verify my identity has been received by them.

Signature: _____

Date: _____