

Appendix A contains a precedent Subject Access Request form. We can suggest that individuals complete this form so that we can process their request more easily. **We must always ensure that we know who is making the request and what they are requesting before providing any information, otherwise we may be in breach of data protection law.**

Appendix B contains a precedent letter which can be sent when a request for personal data is received without the necessary information.

Appendix C contains a precedent letter acknowledging the request and informing the individual of the expected response timeframe

Appendix D contains a precedent response to a subject access request.

Appendix A

Data Subject Access Request Form

How to apply for personal held about you by Saintfield Road Presbyterian Church

Under data protection law you can ask for copies of paper and computer records that an organisation holds, shares or uses about you. 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. Please complete this form and return it to us with proof of your identity to [Insert appropriate correspondence address of Presbytery or Congregation]. We will acknowledge safe receipt and respond within one month.

Part 1: 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:

If you are an employee or former employee of [Insert name of Presbytery or Congregation] please provide your staff number:

Part 2: Proof of identity

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.

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 office administrator for advice on other acceptable forms of identification.

Appendix B

[On headed notepaper of Data Controller i.e. Presbytery or Congregation]
[ADDRESSEE]
[ADDRESS LINE 1]
[ADDRESS LINE 2]
[POSTCODE]
[DATE]

Reference: [DATA SUBJECT ACCESS REQUEST NUMBER]

I write to acknowledge receipt of your request for personal information on [DATE OF RECEIPT] made on [DATE]

So that we may process your request, I would be grateful if you could provide confirmation of your identity in the form of:

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.

Please also provide as much detail as possible about the information that you require, for example, include time frames, names of individuals, organisations, events, 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 note that we cannot provide any information until we have received the above.

I enclose our standard subject access request form and I would be grateful if you could complete and return this to me, together with the information requested above.

The reference for your request is [DATA SUBJECT ACCESS REQUEST NUMBER] and please quote this on all correspondence concerning this request.

Yours sincerely,

.....
[NAME OF SENDER – printed under signature]

For and on behalf of [Insert name of Presbytery or Congregation]

Appendix C

On headed notepaper of Data Controller i.e. Presbytery or Congregation]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Reference: [DATA SUBJECT ACCESS REQUEST NUMBER]

I write to acknowledge receipt of your request for personal information which we are responding to.

Your request was received on [DATE] and, unless there are grounds for extending the statutory deadline of one month, we expect to be able to give you a response by [DATE].

The reference for your request is [REFERENCE NUMBER], please quote this on all correspondence concerning this request.

Yours sincerely,

.....

[NAME OF SENDER – printed under signature]

For and on behalf of [Insert name of Presbytery or Congregation]

Appendix D

On headed notepaper of Data Controller i.e. Presbytery or Congregation

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Reference: [DATA SUBJECT ACCESS REQUEST NUMBER]

We write further to your request for details of personal data which we hold [and our acknowledgment of [DATE WHEN REQUEST FIRST ACKNOWLEDGED BY LETTER]].

We enclose all of the data to which you are entitled under the data protection legislation, in the following format:

[DETAILS OF FORMAT IN WHICH DATA IS PROVIDED, WITH REASONS FOR CHOOSING THE FORMAT: PAPER COPIES OR ELECTRONIC COPIES ON A CD OR MEMORY STICK OR A NEW DOCUMENT WHICH HAS BEEN CREATED AND SETS OUT THE INFORMATION THAT CONSTITUTES PERSONAL DATA]

We have contacted the following organisations and individuals in order to locate personal data held which is within the scope of a data subject access request under the data protection legislation:

[LIST OF DEPARTMENTS AND METHODOLOGY FOR IDENTIFYING PERSONAL DATA]

We can confirm the following in relation to the areas covered under the data protection legislation and data existing on the date when your request was made:

The purposes for which the personal data is processed:

[LIST OF PURPOSES FOR WHICH DATA IS PROCESSED]

The recipients or classes of recipients of personal data to whom the data was or may have been disclosed:

[LIST OF RECIPIENTS (BY NAME OR GENERIC CLASS) TO WHOM DATA DISCLOSED]

The information that comprises personal data:

[LIST INFORMATION]

Any information available to [DATA CONTROLLER] as to the source of the data:

[SOURCES OF DATA HELD]

[Some names and identifying particulars have been deleted to protect the identity of third parties.]

Yours sincerely,

.....

[NAME OF SENDER – printed under signature]

For and on behalf of [Insert name of Presbytery or Congregation]