

Aghalee Parish – GDPR Compliance

Subject Access Request Policy

Introduction

A **Subject Access Request** is a right conferred on a data subject (individual) by law to request a copy of the data held about him/her by an organisation. An organisation, like Aghalee Parish Church, who processes and retains information about a data subject, has an obligation to make data relating to an individual available on request.

It is a self-policing mechanism which ensures Aghalee Parish Church lives up to our legal obligations in maintaining and managing personal data. It also provides peace of mind for individuals, giving the individual the right to know what information Aghalee Parish Church holds about him/her.

Rights to Subject Access Request

Any individual has the right to find out whether Aghalee Parish Church holds any personal information. (S)he may ask:

- Whether information about him/her exists
- What type of data is being held
- What data has been disclosed/shared
- Where it is located/stored
- Who has access to it
- When/how it was gathered
- and to check that it is accurate

Exemptions from Compliance

Under certain conditions, Aghalee Parish Church may reserve the right to refuse or deny a Subject Access Request. For example, but not exclusively:

- Where the request has not been made in writing
- If the request has already been met
- Where any relevant fee has not been paid (the first request is free)
- Where information is anonymous / unidentifiable
- Where insufficient identification has been provided
- Medical or social-work related data, where disclosure may cause distress
- Where the data subject (individual) waives his rights
- Where the Data Controller / Data Protection Commissioner believes the request is vexatious
- Where to comply would involve disproportionate effort.

This decision will be made by the Parish Data Controller.

Individuals do not have the right to see personal data about another data subject (individual) without their consent. This is necessary to protect the privacy rights of other individuals.

Expression of Opinion

Where personal data consists of expressions of opinion about the data subject (individual) by another person; the data subject (individual) has as a right to that expression of opinion unless the expression of opinion was given in confidence.

Submitting a Subject Access Request (SAR)

Any individual may submit a Subject Access Request. The SAR should be submitted in writing to the Parish Data Controller using the Subject Access Request Form. SAR forms are available from the Parish Data Controller, the Rector or the Churchwardens.

On receipt of a Subject Access Request (SAR)

The Parish Data Controller shall confirm receipt of the SAR in writing; and log such confirmation in the GDPR records.

The Parish Data Controller shall respond to the applicant within one calendar month of confirming receipt.

Procedure:

The Parish Data Controller shall implement the following procedure; where necessary, in consultation with the Select Vestry:

1. Receipt and Verification

- Validate identify of requester
- Confirm if additional information is required to narrow the scope of the request
- Check fee payment (if required)
- Confirm receipt of SAR (log)

2. Process

- Ascertain whether any information about the person is held?
- Identify where it is located/stored
- Gather all information
- Keep in touch with the requester on progress (focus of request might change)
- Check for exemptions

3. Collate

- Collate information for decision making purposes
- Agree what information should be included; any redactions required so other data subjects information not shared
- Conduct necessary checks to ensure all in order

4. Respond

- Approve SAR (internally)
- Provide the respond in a permanent form where appropriate
- SAR via social media is not recommended

RCB Recommendations

Aghalee Parish Church shall adhere to the recommendations of the Church of Ireland Representative Church Body (RCB) :

- Ensure you have enough information to be sure of the requester's identity
- Engage! With the requester from the outset
- If you require additional information from the requester to find out what they want, ask early
- Don't be tempted to make changes to the records, even if they are inaccurate or embarrassing
- Do consider whether records contain information about others – you may need consent to share it
- Consider whether any of the exemptions apply or why SAR is refused. If exemptions apply you must give a reason why the SAR is refused and this must be based on legislation
- Be able to stand over any decisions you make if the Data Protection Commissioner receives a complaint

The Parish Data Controller is:

Rev Paul McAdam

Post: Aghalee Rectory, 39 Soldierstown Road, Aghalee, Craigavon, BT67 0ES

Phone: 028 92 09 09 89

E-mail: aghaleeparish@gmail.com

More information about Subject Access Requests can be found on the website of the Information Commissioner's Office: www.ico.org.uk