

Ref:

Subject Access Request Form

The GDPR and Data Protection Act 2018 provide you, the data subject, with a right to request a copy of the personal data held about you (a Subject Access Request or 'SAR'). Please complete this form if you wish to see a copy of the information held. Once your request is submitted you will receive a response promptly and within one month of the later of: (i) receipt of the request or (ii) receipt of any further information requested from you, which is required to enable compliance with your request.

There is no fee for making a SAR unless it is manifestly unfounded or excessive.

1. Your Details

Title			
First name(s)			
Surname			
Address			
Telephone			
Email address			
Date of becoming a member/office bearer/employee Date of leaving, if applicable			
Date of birth		National Insurance Number (if an employee)	

Any additional information that may be relevant	
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Complete this section if you are **acting on behalf of an individual** with their written or legal authority and ensure that their confirmation of your entitlement to act on their behalf together with confirmation of the data subject's identity is attached.

Title	
First name(s)	
Surname	
Address	
Telephone	
Email address	
Relationship to the Data subject	

2. Personal Information

So that we can locate the data you require efficiently, please answer the questions below to the best of your knowledge. You can request all the information that we hold about you if you wish. However, if you are looking for specific information, please tell us what that is so that we can respond to your request promptly.

Please tell us as much as you can about the information you are requesting. For example:

- Are you looking for information related to a specific incident such as an accident?
- Are you looking for information during a specific time period?
- Are you looking for information relating to your involvement in a particular church?
- Are you looking for information relating to a specific context, such as employment with the Presbytery or as a church member?

For example, if you are requesting your personal data which might be in an email or document, it helps in our search to know who may have written it, when and to whom the information may have been sent, and where it may be stored.

Please confirm if you wish information about the following:

- Why we are processing your personal data (i.e. the purposes of our processing) YES NO
- To whom your personal data are disclosed YES NO
- The source of your personal data YES NO
- If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images? YES NO
- the categories of personal data concerned YES NO
- the retention period for storing the personal data or, where this is not possible, the criteria for determining how long it is stored YES NO
- the existence of a right to request rectification, erasure or restriction or to object to such processing YES NO

- the right to lodge a complaint with the ICO or another supervisory authority YES NO
- the existence of automated decision-making (including profiling) YES NO and
- the safeguards you provide if you transfer personal data to a third country or international organisation YES NO

3. Confirmation of Identity *(delete if not required)*

Please submit COPIES of 2 pieces of identity, one to be a long-term significant document such as passport, driver's licence, or birth certificate, and the other a current item less than 3 months old such as a council tax statement or utility bill, letter of appointment, electoral registration document etc.

4. Declaration

I, _____ certify that the information provided on this application form is true. I understand that it is necessary for Kirk of Calder to confirm my/the data subject's identity and that it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request.

I understand that Kirk of Calder reserves the right to require more details from me in order to be able to locate the correct information.

_____ (signed)

_____ (date)

_____ (print name)

The information supplied in this form will be used only for the purposes of identifying the personal data you are requesting. If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Please return this form, with the 2 proofs of identification (if requested above) to:

Kevin Shiach kevin_shiach@sky.com