**THE REPRESENTATIVE BODY OF THE CHURCH IN WALES**

**SUBJECT ACCESS REQUEST POLICY**

**This procedure deals with the handling of subject access requests under**

**the UK General Data Protection Regulation**

1. Introduction
	1. The Representative Body of the Church in Wales (the “RB”) is a Royal Charter Company and registered charity holding property and other assets on behalf of the Bishops, Clergy and Laity of the Church in Wales and operating a number of centralised services to the Church.
	2. The RB holds personal data about job applicants, employees, tenants, clergy, office holders, complainants, members, suppliers, business contacts and other individuals for a variety of purposes.
	3. Under data protection law, individuals (known as **‘data subjects’**) have a general right of access to personal data which we process about them. Such a request is known as a Subject Access Request (‘SAR’).
	4. This right of access is subject to certain exceptions where personal data may be exempt from this right of access under data protection law.
	5. There are a number of Data Controllers within the Church in Wales, this form relates to Data held by the RB only. Separate requests may need to be made to access information held by other Controllers, e.g. A Diocesan Board of Finance or Ministry area.

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| **Examples of information likely to constitute personal data include:** |
| Marketing lists containing a name together with contact details (e.g. address, telephone number, email) |
| Human resources information (e.g. salary details, appraisals) |
| Financial information (e.g. information about the data subject's tax liabilities, income, expenditure) |
| Medical information (e.g. medical history or condition, including pregnancy) |
| Images caught on CCTV camera or audio recordings |
| **Examples of information unlikely to constitute personal data** |
| Reference to the individual’s name in a document that contains no other personal data about that data subject (e.g. the data subject's name in a list of attendees in the minutes of a meeting where the individual simply attended in his or her official capacity) |
| Where the individual’s name appears in an email that has been sent to or copied to him or her, but where the content is not about him or her (e.g. emails sent to the data subject about the RB's dealings). |
| Information about the performance of a department or branch office where no reference is made personally to the individual. |

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| **Data Subject Access Request Form** |
| Under the UK General Data Protection Regulation (UKGDPR) you are entitled to a copy of information constituting your personal data which is held by the Representative Body of the Church in Wales.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. It is likely to accelerate our response to your request if you are able to send this information together with your request.To assist us in dealing with your enquiry as efficiently as possible, please complete this form and return it to us with proof of your identity to the Legal Department, Representative Body of the Church in Wales 4th Floor 2 Callaghan Square Cardiff CF10 5BT or dataprotection@churchinwales.org.uk. We will acknowledge safe receipt and respond within one calendar month, unless your request is particularly complex, in which case we will inform you that we need more time to reply to your request. |
| **Part 1: Person that the request relates to (the data subject)**Title: Mr / Mrs / Miss / Ms / OtherSurname: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 the Representative Body of the Church in Wales please provide your staff number: |
| **Part 2: Proof of identity**To help us establish your identity we ordinarily ask that your application be accompanied by official identification documentation that clearly shows your name, date of birth and current address.This can usually most easily be demonstrated A Driving Licence, A Valid Passport. A National photo ID Card, A Birth Certificate, A Utility bill not more than three months old. To confirm identification one piece of photographic ID listed above and one other document from the list is usually requested. The requirement for identity documents is to ensure that we are only sending information to the data subject and not to a third party. If none of these items are available, or if you have any other concerns regarding providing evidence of your identity please contact our legal department (dataprotection@churchinwales.org.uk) for advice on other acceptable forms of identification.The identification documents will be destroyed securely after the identity is confirmed. |
| **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. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file 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 the Representative Body of the Church in Wales 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 is received by the Representative Body of the Church in Wales.**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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*Form updated April 2023*