



SUBJECT ACCESS REQUEST (SAR) PROCESS

OVERVIEW

1. The General Data Protection Regulation (GDPR) gives you the right to access your personal data held by the Diocese of Portsmouth including the right to obtain confirmation that we process your personal data, receive certain information about what we do with such personal data, and obtain a copy of the personal data we hold about you.

2. Under GDPR Subject Access Requests (SAR) can be submitted by a named individual in any format. An individual is only permitted to access their own personal data (unless they are acting on someone else's behalf). We need you to submit this request in writing via post to the Department for Administration, St Edmund's House, Bishop Cripian Way, Portsmouth PO1 3QA or electronically via email to **GDPR@portsmouthdiocese.org.uk**, after confirming your identity through a form of ID, such as passport, driver's licence etc.

2. We expect to respond to your request within one month of receipt of a fully completed form and proof of identity. If we are not able to respond to your request within such one month period, we will write to you within such one month period to let you know why we are not able to respond within the month. If this is the case, we will send you our substantive response within three months of your request.

3. In addition to exercising your access right, GDPR also grants you the right to:

- Request that your personal data is corrected or deleted.
- Restrict or object to certain types of data processing.
- Make a complaint to the Information Commissioner's Office, which is the UK's supervisory authority for data protection purposes. For more information on your rights under the GDPR, see please our [Privacy Policy](#)



SUBJECT ACCESS REQUEST FORM

Although you are not obliged to complete the form below, by doing so it will make it easier for us to process your request more efficiently. The form is intended to guide you through the process, highlight what the process is and to avoid delays.

We want to ensure that we can deal with your request promptly. That is why we have devised the simple form below if you want us to supply you with a copy of the personal data we hold about you.

We will endeavour to respond promptly and in any event within one month. Following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide in order to comply with your request.

The information you provide will only be used for the purposes of identifying the personal data you are requesting and responding to that request.

1. DETAILS OF THE PERSON REQUESTING THE INFORMATION

Full Name	
Address	
Contact telephone number	
Email address:	

2. ARE YOU THE DATA SUBJECT?

Yes	I am the data subject and enclose proof of my identity (see below and Point 4)
No	I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below and Point 3)



We need to establish that we are releasing data to the right person and therefore we need you to provide proof of your identity and your address. Please supply us with a signed photocopy or scanned image (do not send the originals) of one of both of the following:

1. Proof of identity

- Passport
- Photo driving licence
- National identity card
- Birth Certificate

2. Proof of Address

- Utility bill; bank statement, credit card statement (not more than three months old)
- Current driving licence; current TV licence; local authority tax bill;HMRC tax document (no more than one year old)

Please note that if we are not satisfied that you are who you claim to be, we reserve the right to refuse to grant your request.

3. DETAILS OF THE DATA SUBJECT (where different from Point 1)

Full Name	
Address	
Contact telephone number	
Email address:	



4. WHAT INFORMATION ARE YOU SEEKING?

To enable us to progress your request please describe the information you are seeking and any relevant details that may assist to identify the information you require.

In accordance with GDPR 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 the information.

Please note that where disclosure would adversely effect the rights and freedoms of others, we may not be able to disclose the information to you. In this instance we will inform you promptly and give full reasons for that decision.

In most circumstances there is no fee for a Subject Access Request (SAR). If the SAR is either unfounded, excessive or repetitive we are permitted to levy a “reasonable fee” to take into account the administrative costs of providing the information. That said, we will make every effort to provide you with a satisfactory form of access or summary of information.