

SUBJECT ACCESS REQUEST PROCEDURE (TIER 2)

Document Control

Reference: GDPR DOC 2.2

Issue No: 1.0

Issue Date: 19/06/2018

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1. Scope

All personal data processed by Ely Diocesan Board of Finance is within the scope of this procedure.

Data subjects are entitled to obtain:

- Confirmation as to whether Ely Diocesan Board of Finance is processing any personal data about that individual;
- Access to their personal data;
- Any related information.

2. Responsibilities

- 2.1 The Data Protection Manager is responsible for the application and effective working of this procedure, and for reporting to the information owner on Subject Access Requests (SARs).
- 2.2 The Data Protection Manager is responsible for handling all SARs.

3. Procedure

- 3.1 Subject Access Requests are made using the Subject Access Request Record.
- 3.2 The data subject provides Ely Diocesan Board of Finance with evidence of their identity, in the form of two of the following:
 - Passport
 - Driving licence
 - Birth certificate
 - Utility bill (from last 3 months)
 - Current vehicle registration document
 - Bank statement (from last 3 months)
 - Rent book (from last 3 months).The signature on the identity must be cross-checked to that on the application form GDPR REC 4.2.
- 3.3 The data subject can specify to Ely Diocesan Board of Finance a specific set of data held by Ely Diocesan Board of Finance on their subject access request (SAR). The data subject can request all data held on them.
- 3.4 Ely Diocesan Board of Finance records the date that the identification checks were conducted and the specification of the data sought.
- 3.5 Ely Diocesan Board of Finance provides the requested information to the data subject within one month from this recorded date. Under the GDPR, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The controller shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. Where the data subject makes the request by electronic form means, the information shall be provided by electronic means where possible, unless otherwise requested by the data subject.
- 3.6 Once received, the subject access request (SAR) application is immediately forwarded to the Data Protection Manager who will ensure that the requested data is collected within the specified time frame in clause 3.5 above.

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Collection entails:

- 3.6.1 Collecting the data specified by the data subject, or
- 3.6.2 Searching all databases and all relevant filing systems (manual files) in Ely Diocesan Board of Finance, including all back up and archived files (computerised or manual) and all email folders and archives. The Data Protection Manager maintains a data map that identifies where all data in Ely Diocesan Board of Finance is stored. These records are on the main server within the Data Protection controlled access folders.
- 3.7 The Data Protection Manager maintains a record of requests for data and of its receipt, including dates, these records are on the main server within the Data Protection controlled access folders.
- 3.8 The Data Protection Manager reviews subject access requests from a child. Before responding to a SAR of the child data subject the Data Protection Manager considers their ability to making the request by adequately explaining any implications of sharing their personal data.
- 3.9 The Data Protection Manager reviews all documents that have been provided to identify whether any third parties are present in it, and either removes the identifying third party information from the documentation or obtains written consent from the third party for their identity to be revealed.
- 3.10 If any of the requested data is being held or processed under one of the following exemptions, it does not have to be provided:
 - National security
 - [Crime and taxation](#)
 - Health
 - Education
 - Social Work
 - [Regulatory activity](#)
 - [Journalism, literature and art](#)
 - Research history, and statistics
 - [Publicly available information](#)
 - Corporate finance
 - Examination marks
 - Examinations scripts
 - Domestic processing
 - [Confidential references](#)
 - Judicial appointments, honours and dignities
 - Crown of ministerial appointments
 - Management forecasts
 - Negotiations
 - [Legal advice and proceedings](#)
 - Self-incrimination
 - Human fertilization and embryology
 - Adoption records
 - Special educational needs
 - Parental records and reports

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- 3.11 In the event that a data subject requests Ely Diocesan Board of Finance to provide them with the personal data stored by the controller/processor, then Ely Diocesan Board of Finance will provide the data subject with the requested information in electronic format, unless otherwise specified.
- 3.12 All of the items provided to the data subject are listed on the SAR Record Schedule maintain alongside Data Map on the main diocesan Server. This record shows the data subject's name and the date on which the information is delivered to, and received by, the data subject.
- 3.13 In the event that a data subject requests what personal data is being processed then Ely Diocesan Board of Finance provides the data subject with the following information:
 - 3.13.1 Purpose of the processing
 - 3.13.2 Categories of personal data
 - 3.13.3 Recipient(s) of the information, including recipients in third countries or international organisations
 - 3.13.4 How long the personal data will be stored
 - 3.13.5 The data subject's right to request rectification or erasure, restriction or objection, relative to their personal data being processed.
 - 3.13.5.1 Ely Diocesan Board of Finance removes personal data from systems and processing operations as soon as a request for erasure has been submitted by the data subject.
 - 3.13.5.2 Ely Diocesan Board of Finance contacts and communicates with other organisations, where the personal data of the data subject is being processed, to cease processing information at the request of the data subject.
 - 3.13.5.3 Ely Diocesan Board of Finance takes appropriate action without undue delay in the event that the data subject has: withdrawn consent (GDPR-REC 4.6A); objects to the processing of their personal data in whole or part; no longer under legal obligation and/or has been unlawfully processed.
 - 3.13.6 Inform the data subject of their right to lodge a complaint with the supervisory authority and a method to do so (EDBF Complaints Procedure).
 - 3.13.7 Information on the source of the personal data if it hasn't been collected from the data subject.
 - 3.13.8 Inform the data subject of any automated decision-making.
 - 3.13.9 If and where personal data has been transferred and information on any safeguards in place.
- 3.14 Ely Diocesan Board of Finance uses the following electronic formats to respond to SARs: MS Word, MS Excel, MS PowerPoint, Adobe (PDF Reader).

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Document Owner and Approval

The Data Protection Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to members of staff on the Diocesan Server.

This procedure was approved by the Data Protection Manager on 19/06/2018 and is issued on a version controlled basis.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Sheena Bridgman	19/06/2018