

## SUBJECT ACCESS REQUEST (SAR)

1. The General Data Protection Regulation (GDPR) gives you the right to access your personal data held by Douai Abbey Parishes Trust (DAPT) (the "Trust") 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. An individual is only permitted to access their own personal data (unless they are acting on someone else's behalf). Under GDPR, Subject Access Requests (SAR) can be submitted by a named individual by letter, email or verbally. Requests may be submitted by post to:

Data Protection,  
Douai Abbey Parishes Trust,  
Douai Abbey,  
Upper Woolhampton,  
Reading, RG7 5TG;

or by email to the appropriate address below:

privacy.alcester@douaiparish.org.uk  
privacy.kemerton@douaiparish.org.uk  
privacy.ormskirk@douaiparish.org.uk  
privacy.scarisbrick@douaiparish.org.uk  
privacy.stratford@douaiparish.org.uk  
privacy.studley@douaiparish.org.uk  
privacy.woolhampton@douaiparish.org.uk

3. We expect to respond to your request within one month of receipt of your request 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.
4. 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 Notice](#).

**SUBJECT ACCESS REQUEST FORM**

While we accept SARs by letter, email or verbally, we ask that you please complete the form below to make it easier for us to process your request more efficiently.

Personal data held by the Parish, and by Douai Abbey Parishes Trust (DAPT), is processed in accordance with DAPT's Privacy Notice, which can be viewed at <http://www.douaiparish.org.uk/privacy.html>

**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 have enclosed proof of my identity (see below and Point 4).
- No, I am acting on behalf of the data subject. I have enclosed proof of the data subject's identity and my own identity, and proof of my legal authority to act on the data subject's behalf (see below and Point 3).

We accept copies of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject and dated within the last 3 months; a certified copy of a Power of Attorney; or, evidence of parental responsibility (e.g. birth certificate).

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 each 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 affect 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. We will, however, make every effort to provide you with a satisfactory form of access or summary of information.