

Subject Access Requests

Step 1: Any requests received must be passed immediately to the Church's Data Protection Officer, which is the Minister.

Step 2: Use the checklist on the ICO website to determine what you need to do

<https://ico.org.uk/for-organisations/subject-access-request-checklist/>

Step 3: Read the ICO Code of Practice on Subject Access Requests

<https://ico.org.uk/media/for-organisations/documents/2014223/subject-access-code-of-practice.pdf> and contact the BUGB Data Protection Officer (or take legal advice) if there is an uncertainty about what you need to do or what you can provide.

Step 4: Make sure you provide the information to the person submitting the request within a month (40 days for any request received before 25 May 2018)