



SUBJECT ACCESS REQUEST FORM

Important Information

Trinity Presbyterian Church, Greyabbey collects, holds, and processes certain personal data about our congregation and church members (“data subjects”) located in both Greyabbey and Cloughey. As a data subject, you have a legal right, under the General Data Protection Regulation (“GDPR”) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

Please complete the required information below and return it to us by email addressed to:

The Data Protection Lead
dataprotection@trinitygreyabbey.org

or by post to: Data Protection Lead, Trinity Presbyterian Church, 24 Main Street, Greyabbey, Newtownards, BT22 2NE.

You do not have to use this form and may instead write to us using the same contact details.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

If you are making a subject access request on someone else’s behalf, please use the same contact details above.

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Please indicate (✓) below how you would prefer us to respond to your request?

Email:	<input type="checkbox"/>	Post:	<input type="checkbox"/>
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Contact Details of the Data Subject:

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number	
Email Address:	

If you are acting on behalf of the data subject, please provide your details below:

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number	
Email Address:	
Relationship to the data subject:	

To help us establish your identity you **must** enclose one of the following. This must be current and can be a copy. Please indicate (✓).

Passport	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>
Driver's Licence	<input type="checkbox"/>	Other	<input type="checkbox"/>

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Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

Please select (✓) all of the following that apply:

CATEGORY	TICK	DATE FROM	DATE TO
Membership data			
Financial data			
Pastoral data			
Other data (please specify)			
CCTV images*			

* If you require copies of CCTV images, please enclose a recent photograph of the data subject and complete the following to enable us to quickly identify images and respond to your request.

Please note that images are retained for a period of up to 8 days after which they are overwritten.

Date:					
Start Time:			Duration: (Max 4 hrs.)		
Camera Location: (Tick box)	Front Apron	Side Passage	Rear Car Park	Foyer	Street
Description of Incident (if applicable)					
Format: (Tick 1 option):	Printed image:	Photo (by email)	Video*		

*If you require video, please provide a USB flash drive on which the video can be stored and returned to you. It will not be possible to provide video if other individuals are present and identifiable in the footage.

If you believe a crime has been committed, the footage can, on their request, be made available to the relevant authorities e.g. the PSNI.

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By completing this form, you are making a Subject Access Request under the General Data Protection Regulations for the personal data about the data subject that is collected, held, and processed by us and that you are entitled to receive.

Declaration:

By signing below, you confirm that you are either:

1. The data subject named in this Subject Access Request Form

You warrant that you are the individual named and will fully indemnify Trinity Presbyterian Church, Greyabbey for all losses and expenses incurred if you are not.

2. Making this request on behalf of someone else

You warrant that you have the permission of the data subject to make this request on their behalf. Please include supporting evidence of this permission e.g. written authorisation, or copy of a more general power of attorney.

Name:			
Signature:		Date:	