



PROCEDURE FOR DEALING WITH A DATA SUBJECT ACCESS REQUEST

Step 1. We receive a Subject Access Request (SAR)

This should be sent to the Association Administrator karen@baptist-heartofengland.org who will respond to the data subject, seek proof of identity of the data subject if necessary/appropriate, and confirming:

- receipt of the SAR
- the date by which the personal data will be sent – within one calendar month of the SAR
- the method HEBA will use to return the personal data (usually hard copies by recorded delivery)

Step 2. We collate the information

The Administrator will contact all members of staff and all trustees advising them that a SAR has been received.

Those contacted will be asked to search their paper and electronic files for all references to the data subject.

They will be told that they must not delete any information identified about the data subject, and also the date by which they must return the personal data.

Step 3. We sift and prepare the information

The data subject is only entitled to *their* personal data. The Association Administrator, with help from the Association Moderator or legal advisor, will review each document to ensure that it does not contain the personal data of other individuals (third parties).

Personal data of third parties may be redacted (removed or blocked out) from documents or the consent of the third party may need to be sought.

Step 4. We release the information

We will usually send all the personal data in one package at least one day before the deadline. It will have a response letter which will provide confirmation as to whether HEBA is processing the data and provide prescribed information on the purposes of the processing.

If the data subject has requested that we provide their information electronically, it will be encrypted with a password.

Step 5: We delete the information

It is important that we do not retain people's personal data for any longer than is necessary. Therefore, all the information collated as part of a SAR will be deleted either 12 months after the release date or 12 months after the resolution of the last query you made regarding the SAR, whichever is the later.

Original copies of the requested information will remain where they were located and retained in accordance with the HEBA Data Retention Schedule.

All queries should be directed to the Association Administrator in the first instance:

Karen A Martindale, Association Administrator & Company Secretary
The Heart of England Baptist Association
24 Weoley Park Road
Selly Oak
Birmingham
B29 6QX

HEBA's Data Protection Policy and Privacy Notices can be viewed here: <https://www.baptist-heartofengland.org/data-protection-and-privacy/>