



## **PROCEDURE FOR DEALING WITH A DATA SUBJECT ACCESS REQUEST**

### Step 1. We receive a Subject Access Request (DSAR)

This should be sent to the Association Administrator [km@baptist-heartofengland.org](mailto:km@baptist-heartofengland.org) who will respond to the data subject, seek proof of identity of the data subject if necessary/appropriate, and confirm:

- receipt of the DSAR
- any points of clarification relating to the request
- the date by which the personal data will be sent – within one calendar month of the DSAR
- whether a fee will be levied (in exceptional circumstances)
- the method HEBA will use to return the personal data

### Step 2. We collate the information

The Administrator will contact all members of staff, trustees and other volunteers who might be hold relevant data, advising them that a DSAR 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 given the date by which they must return the personal data to the Administrator.

### 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 must be sought.

A record will be kept of all redactions along with the reasoning.

### Step 4. We release the information

We will usually send all the personal data together collected in one batch, including a response letter which will provide confirmation as to whether HEBA is processing the data and provide information on the purposes of the processing as required by the UK General Data Protection Regulations.

If the data is to be provided electronically, it will be encrypted with a password.

Step 5: We delete the information

All the information collated as part of a SAR will usually be deleted either 12 months after the release date or 12 months after the resolution of the last query 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  
480 Chester Road  
Sutton Coldfield  
West Midlands  
B73 5BP

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