

SUBJECT ACCESS POLICY

Second Presbyterian Church Comber is committed to complying with data protection legislation. Under the legislation individuals can access the personal data that an organisation holds about them. The individual is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- given a copy of the information comprising the data; and given details of the source of the data (where this is available).

Individuals also have a number of other rights which we must comply with including the rights to:

- rectify personal data which is incomplete or inaccurate and if necessary inform third parties that this has been done.
- be informed of how personal data is processed in a transparent manner.
- have their personal data deleted unless if there is a valid reason not to do this.
- restrict processing of personal data for certain purposes.
- object to the processing of personal data in a certain way.
- have data transferred to a third party so it can be reused (data portability).
- have a say in whether automated decisions are being made using the personal data and insist on an actual person intervening.

Children also have the same rights as adults in this regard. In the case of young children these rights are usually exercised through their parents. However, if we are satisfied that the child in question is mature enough to understand their rights then we will respond to the child directly. We will encourage the child to discuss the matter with his or her parents. When responding to a request from a child we will take particular care to ensure that the response is given in a way which the child can understand.

There is no set fashion in which the individual has to make these requests and if such a request is made you should always seek advice from the Data Protection Lead.

Second Presbyterian Church Comber will aim to provide the relevant data within 14 days and in any event within 1 month of receipt of the request. If the nature of the request is particularly complex then we may need an extension of time to comply with the request. We will inform the individual if this is the case and the reasons why this is necessary. Also we may need to ask for information that we reasonably need to find the personal data covered by the request.

Previously we had the right to charge a fee for these requests. Now this is no longer usually permitted. Individuals will not have to pay a fee to access their personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if their request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.