



Ashburton & Moorland Mission Community

Subject Access Request Form

The processing of personal data is governed by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020/1586 (UK GDPR) and the Data Protection Act 2018 (DPA 2018). Unless subject to an exemption under the UK GDPR or DPA 2018, you are entitled to request the information and personal data we hold about you, to know how we process it and who has access to it. This is known as a Subject Access Request. In order for us to best fulfil this request, we ask that you submit this form. You are able to make a request without submitting this form by emailing a request to admin@moorlandteam.org.uk but please be aware of the information and confirmation of identity or consent which we will require before being able to process your request.

Once we have received your request, we will respond to you within 1 month, either with the data and information or with further queries, if necessary, to access the data and information you have requested. If your request is complex or you have made multiple requests we may notify you within that month that we require an extension of up to 2 further months to fulfil your request. If this is the case we will explain why the extension is necessary.

The information you supply on this form and identification documents will only be used to identify you with the personal data and information you are requesting. This information will be held securely and retained under the The Ashburton & Moorland Mission Community Retention Policy. This information will not be shared with third parties.

Details of the person requesting the data

Personal Details	
Full name	
Date of Birth	
Home Address	
Contact telephone number	
Email address	

I am the data subject and I have attached proof of identity (see Page 2)

OR

I am acting on behalf of the data subject and I have enclosed their written consent, proof of identity for both myself and the data subject. If the data subject is under 13, written consent is not required but proof of parental responsibility or relationship to the child is.

Details of the Data Subject, *if different from Page 1*

Personal Details of the Data Subject	
Full name	
Date of Birth	
Home Address	
Contact telephone number	
Email address	

Identification

We require you to provide us with proof of identity and address as part of the process so we can be sure we release data and information to the right person. Please provide copies or scans of the following. Do not send originals.

1. Proof of identity (passport, photocard driving licence, identity/security card issued by your employer or any form of identity which includes your name and a photograph)
2. Proof of address (council tax bill, utility bill, bank statement all issued within the last 3 months, any official document which shows your name and address issued within the last three months)

What information are you seeking?

Please be aware that if the data or information you request reveals data or information about a third party we will need to seek their consent before releasing any data or information to you. We reserve the right to redact data or information which we consider sensitive and would adversely affect the privacy or wellbeing of any other individual(s) concerned, or information which is out of the scope of the DSAR being it is not the applicant's personal data. In certain circumstances, the data and information we disclose could adversely affect the rights and freedoms of others and therefore we may not be able to release the data or information you have requested. Should this be the case we will write formally and promptly to explain the reasons.

Whilst in most cases we will be happy to provide you with copies of the data and information you have requested without charge, we have the right to charge a fee if the request is considered to be excessive, disproportionate, unfounded or if further copies are requested. Should the request be considered to be unfounded or excessive we have the right to refuse it.

Information about the collection and processing of data

If you require specific information about the following please tick:

Why are we processing your personal data and information?

Who has access to your personal data and information?

Where have we obtained your personal data and information?

Who do we share your personal data and information with?

Declaration

Please be aware that any attempt to mislead may result in prosecution.

I confirm that I have read the terms and conditions of this subject access request form and certify that the information I have given in this application to the Ashburton and Moorland Mission Community is true. I understand it is necessary for the The Ashburton & Moorland Mission Community to confirm my / data subject's identity and that they may require more information before my request can be processed and the correct data identified.

Signed

Date.....

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity if different from above
- Authorisation from the data subject if over 13
- Evidence of parental responsibility or relationship to data subject if under 13.

Please return the completed form to admin@moorlandteam.org.uk and include **Data Subject Access Request** in the subject line of your email.

Send by post to Parish Office, West Street, Ashburton, Newton Abbot, TQ13 7DT

Please mark your envelope **Data Subject Access Request**.

If you require further information please telephone 01364 654280

If after you have received your data and information from this subject access request and you believe that:

- The information is inaccurate or out of date
- We should no longer be holding data or information
- We are using data or information for a purpose which you are unaware
- We may have passed your data or information onto someone else

You should notify The Team Administrator by emailing admin@moorlandteam.org.uk

Signed off by:

Name.....

Position.....

Date.....

When filing, this form should be accompanied by the email/letter acknowledgment and any subsequent correspondence (where confidentiality and sensitivity of information permit).