

Subject Access Request Process for St. Michael and all Angels Church, Sandhurst

St. Michael and All Angels Church, Sandhurst acknowledge that under Data Protection legislation, one of the rights of individuals is to request what information we hold on them.

Anyone is entitled to make a subject access request on behalf of themselves and they should make this in writing (either handwritten or email) to the Rector and Churchwardens who can be contacted via the Parish Office.

The Rector and Churchwardens will then respond to the enquirer within 1 calendar month of the request being made. If for some reason there would need to be a delay in responding to the request (for example of the Christmas and Easter periods) then we will inform the person as soon as possible and advise them when the response will be made by.

In accordance with the data protection legislation, there will be no charge for this request or for responding.

If any data is found to be inaccurate then St. Michael and All Angels will take all reasonable steps to correct this data wherever possible, the exception for correcting personal data will be where the entries are the registers.

July 2019