

## **Mothers' Union Diocese of Peterborough Subject Access Request Procedure**

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### **1. Scope**

This procedure covers all personal data that is processed by Mothers' Union Diocese of Peterborough with the exception of personal data that is routinely requested by data subjects.

It is the right of all data subjects to ask Mothers' Union Diocese of Peterborough the following:

1. What personal data is being processed about that person by Mothers' Union Diocese of Peterborough, if any;
2. To be provided with a description of the personal data processed by Mothers' Union Diocese of Peterborough about that person;
3. The purpose or purposes for which the personal data is being processed;
4. Confirmation of who will have access to the personal data; and
5. To be provided with a copy of the personal data, as well as a confirmation of where Mothers' Union Diocese of Peterborough acquired that personal data.

### **2. Responsibilities**

The Data Controller shall be responsible for the application and functionality of this procedure and shall handle all Subject Access Requests ("SARs"). They shall inform the Head of IT at Mary Sumner House on all matters relating to SARs.

### **3. Procedure**

All SARs are made using form Subject Access Request Form.

The data subject is required to provide evidence of his or her identity by way of a current passport or driving license and his or her signature must be cross-referenced with the signature provided on the Subject Access Request form.

The following information must be provided by the data subject on the Subject Access Request Form: the personal data that is being requested, whether specific data or all data held by Mothers' Union Diocese of Peterborough and where it is being held.

Mothers' Union Diocese of Peterborough is required to record the date on which the Subject Access Request Form, with the accompanying identification evidence, is submitted.

Mothers' Union Diocese of Peterborough has one month from this date to provide to the data subject the personal data requested. Should Mothers' Union Diocese of Peterborough fail to provide the requested information within the one month window, this shall be in direct breach of the GDPR. No extension shall be allowed under any circumstances.

It is vital that the Subject Access Form is sent to the Data Controller straight away, to ensure that the requested data is collected within the one month window.

The Data Controller will carry out data collection by one of the following steps:

1. Collecting the personal data requested; or
2. Carrying out a search of all electronic and hard-copy databases including manual files, backup and archived files as well as email folders and archives.

They shall at all times have access to a data map which sets out the location of all of Mothers' Union Diocese of Peterborough's stored data.

At no time may personal data ever be altered or destroyed in order to avoid disclosure.

### *Responsibilities*

The Data Controller is responsible for the following:

1. Keeping a record of all SARs made, including the date on which the SAR was received;
2. Reviewing all the documents provided to a data subject pursuant to a SAR to check for the mention of any third parties and if a third party is mentioned, to prevent the disclosure of the identity of the third party to the data subject, or to seek written consent from the third party as to the disclosure of their identity.

### *Personal data exemption categories*

The following data exemption categories apply, meaning that Mothers' Union Diocese of Peterborough does not have to provide personal data covered below:

- The prevention and detection of crime;
- Negotiations with the data subject request maker;
- Management forecasts;
- Confidential references provided *by* Mothers' Union Diocese of Peterborough however not references provided *to* Mothers' Union Diocese of Peterborough.
- Data covered by legal professional privilege;
- Data used for research, statistical or historical reasons.

Personal data provided by Mothers' Union Diocese of Peterborough to a data subject pursuant to a SAR shall be in electronic format, unless the SAR expressly requests otherwise and all items shall be scheduled, displaying the data subject's name and the date on which the data item was delivered.

## **4. Document owner**

The Data Controller is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document dated 24<sup>th</sup> June 2025 is available to all employees and volunteers of Mothers' Union Diocese of Peterborough on the Diocesan website.

This policy document was approved by Mothers' Union Diocese of Peterborough's Board of Trustees and is issued by the Diocesan President ("DP") on a version controlled basis.

Name of DP: Helen Lynett

Date: 24<sup>th</sup> June 2025

### **Change history record**

<b>Issue</b>	<b>Description of Change</b>	<b>Approval</b>	<b>Date of Issue</b>
1	{{ insert_detail_of_change_1 }}	{{ name_of_approver_1 }}	{{ insert_date_1 }}
2	{{ insert_detail_of_change_2 }}	{{ name_of_approver_2 }}	{{ insert_date_2 }}
3	{{ insert_detail_of_change_3 }}	{{ name_of_approver_3 }}	{{ insert_date_3 }}

The Data Controller for the Mothers' Union Diocese of Peterborough is  
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