

## **PROCEDURE FOR DEALING WITH A DATA SUBJECT ACCESS REQUEST (DSAR)**

A **Data Subject Access Request (DSAR)** is a request made by or on behalf of an individual to be provided with a copy of the personal information held about them and an explanation of the purposes for which the data is being used.

### **Step 1 - We receive a Data Subject Access Request (DSAR)**

This should be sent to the EMBA Data Protection Officer (DPO) at [dpo@embaptists.org.uk](mailto:dpo@embaptists.org.uk) who will respond to the data subject, seek proof of identity of the data subject if necessary/appropriate, and confirm:

- receipt of the DSAR
- the date by which the personal data will be sent – within one calendar month of the DSAR
- the method EMBA will use to return the personal data. *(Reply using same method as received i.e. if the initial request is sent electronically, then EMBA reply electronically. If hard copies are necessary, these should be sent by recorded delivery.)*

### **Step 2 - We collate the information**

The DPO will contact all members of staff and the Moderator of Directors 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 also the date by which they must return the personal data.

### **Step 3 - We sift and prepare the information**

The data subject is only entitled to *their* personal data. The DPO, with help from the EMBA RTL and/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 may need to be sought.

### **Step 4 - We release the information**

EMBA will usually send all the personal data in one email/package at least one day before the deadline. It will have a response letter which will provide confirmation as to whether EMBA is processing the data and provide prescribed information on the purposes of the processing.

If the data subject has requested that EMBA provide their information electronically, it will be sent via a secure SharePoint link.

## **Step 5: We delete the information**

All information collated as part of a DSAR will be securely stored for a period of six years (in case of future legal action) and then deleted.

Original copies of the requested information will remain where they were located and retained in accordance with the EMBA Data Retention Schedule.

All queries should be directed to the EMBA Data Protection Officer in the first instance:

Mrs Becky Nicholls

East Midland Baptist Association, c/o West Bridgford Baptist Church, Melton Road, West Bridgford,  
Nottingham NG2 7NF

Email: [dpo@embaptists.org.uk](mailto:dpo@embaptists.org.uk)

EMBA's Data Protection Policy and Privacy Notices can be viewed [here](#).