Subject Access Requests

The Parish of St Saviour (POSS) collects and processes Personal Data (PD) about parishioners, staff, members of the municipality, volunteers, suppliers and others as necessary in order to operate the Parish, perform public functions and provide our other services.

Please refer to our Privacy Notice for more information about the PD we collect and what we use this for.

The Data Protection (Jersey) Law 2018 (DPJL) provides everyone with the right to request access to the PD we hold about them. Requests can be made in a variety of ways e.g. by telephone, email, or by speaking to a member of our team in person.

If you submit a Subject Access Request to us, we will assign a member of our team to be responsible for responding to it and we have a process in place for them to follow to ensure your request in managed in accordance with the DPJL.

There are several steps in the process, the first being to verify your identity. This will usually be achieved by our checking official identification documents such as your passport or driving licence. We may also need to verify your address so might ask for sight of a utility bill in your name. This serves to ensure that any PD returned is information relating to you.

The date we verify your identity is the Request Date (RD). This serves as the start date of the period we have to provide you with the PD you have requested and is the date on which PD about you is held. Any addition, deletion or change to your PD after the RD will not be reflected in our response.

The next step is to determine the scope of your request. You have the right to request specific PD e.g. your contact details or information held about you in respect of public functions we perform, services we provide or from a specific email exchange or other communication.

Alternatively, you can request all the PD that we hold about you, albeit subject to certain exemptions applicable to public authorities in accordance with art. 63 of the DPJL. If PD about you is held for a law enforcement purpose, then your rights (including your right of access) are modified by schedule 1 of the Law.

If we need more information to understand the scope of your request, then we will contact you. Once we have verified your identity and understand your request, we will search our files and other systems for the relevant data and prepare our response.

Please refer to appendix 1, which outlines your rights in respect of Subject Access Requests and provides details of the information we will provide.

Please note that, in certain circumstances, we have the right to not respond to a particular request e.g. if you have submitted multiple requests for the same information. If that is the case, we will contact you to explain our decision and provide information about how you might take the matter further, including the right to complain to us or to the Office of the Information Commissioner.

It is possible to submit a Subject Access Request on behalf of a third party in special circumstances. Please refer to appendix 2 for more information.

We aim to respond to a Subject Access Request within four weeks of the RD however, in certain circumstances, we may need to ask for an extension of up to a further 8 weeks (i.e. 12 weeks in total) e.g. if the request is particularly difficult or complex. If such an extension is requested, you have the right to complain to us or to the Office of the Information Commissioner.

Our Contact Details

Telephone:	+44 (0) 1534 735864
Email:	parishhall@stssaviour.je
Postal:	Attention: Data Protection Parish Hall St Saviour's Hill St Saviour Jersey JE2 7LF

Appendix 1

Your Rights

You have a number of rights under the DPJL related to your PD although, as above, these are modified by art 63 of the Law where PD is processed by public authorities and further by schedule 1 of the Law if your PD is processed for a law enforcement purpose.

An individual is entitled to be informed by a controller whether personal data of which that individual is the data subject are being processed by or on behalf of that controller, and, if that is the case, to be given information as to –
(a) the purposes for which they are being or are to be processed by or on behalf of that controller;
(b) the categories of personal data concerned;
(c) the recipients or classes of recipients to whom they are or may be disclosed by or on behalf of that controller, in particular recipients in third countries or international organizations;
(d) where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
(e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject under Articles 31 to 33 or to object to such processing;
(f) the right to lodge a complaint with the Authority;
(g) where the personal data are not collected from the data subject, any available information as to their source; and
(h) the existence of automated decision-making referred to in Article 38(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Appendix 2

Submitting a Subject Access Request on behalf of a third party

There may be circumstances in which it is necessary to submit a Subject Access Request on behalf a third party e.g. if you are acting with a Power of Attorney or in accordance with a Curatorship.

Should such a need arise, we will take steps to ensure that you have the necessary legal authority to submit the Subject Access Request. The documentation required will vary depending on the circumstances but is likely to include our sight of suitably validated legal documents that establish your right to submit the request and receive PD about the third party.

Should you wish to make a Subject Access Request on behalf of a number of third parties, we will need suitable documentation to ensure that you have the right to take this action on behalf of each of them.

The Request Date (RD) will be determined once your identity, the identity of the third party or parties and your authority to act on their behalf is received and validated.