

Right of Access

All 'right of access' (subject access) requests should be referred to the diocesan or congregational data protection officer. They will advise on the relevant procedures to follow.

General information

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information.

Individuals have the right to obtain the following from you:

- confirmation that you are processing their personal data;
- a copy of their personal data; and
- other supplementary information – this generally corresponds to the information that you should be providing in a privacy notice.

Personal data of the individual

An individual is only entitled to their own personal data, and not to information relating to other people (unless the information is also about them or they are acting on behalf of someone). For this reason, it is important to establish whether the information requested falls within the definition of personal data.

For further information about the definition of personal data please see the ICO guidance on [what is personal data](#).

Other information

In addition to a copy of their personal data, individuals are also entitled to be provided with the following:

- the purposes of your processing;
- the categories of personal data concerned;
- the recipients or categories of recipient you disclose the personal data to;
- your retention period for storing the personal data or, where this is not possible, your criteria for determining how long you will store it;
- the existence of their right to request rectification, erasure or restriction or to object to such processing;
- the right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from the individual;
- the existence of automated decision-making (including profiling); and
- the safeguards you provide if you transfer personal data to a third country or international organisation.

Much of this information might already be contained in diocesan or congregational privacy notices.



For detailed guidance on processing right of access requests, see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>