

GDPR

Data Subject Access Requests 'DSAR'

Dealing with a DSAR

All DSAR's must be dealt with by the relevant Data Controller:

- **TMCP:**
everyday data protection matters
- **Methodist Church in Great Britain:**
Complaints & Discipline and
Safeguarding



Dealing with a DSAR Fictional Characters



Dealing with a DSAR

“Pursuant to the Freedom of Information Act 2000, please provide me with copies of all information about me, Mr Smith.

This information will be located at the Weatherfield Methodist Church in the Hotten Circuit”



Dealing with a DSAR

*I want all the
information that
Weatherfield
Methodist Church
holds about me*



Dealing with a DSAR

*“I, Mr Smith, would like all my
personal data in relation to a
serious allegation that was made
against me at the Weatherfield
Methodist Church ”*



Dealing with a DSAR

“I am acting for my client, Mr Smith in relation to a matter which occurred at various churches in the Hotten Circuit 2010. Please supply me with all the information you hold regarding Mr Smith”



Dealing with a DSAR

“Under Schedule 2, Part 1, Paragraph 2 of the Data Protection Act 2018, please provide the Walford Constabulary with your CCTV coverage from Tuesday 4th September 2019”



GDPR

Data Breaches

Data Breaches within the Methodist Church

Laptop stolen from the church café.

Personal Data included:

- Names & addresses of gift aid donors
- Amount each person donated
- 70 people affected



Data Breaches within the Methodist Church

DBS certificate of a volunteer was accidentally included in some papers belonging to another worker at the church.



Data Breaches within the Methodist Church

Church's Preaching Plan was sent by Royal Mail to a Lay Preacher but it and its envelope was damaged at the Sorting Office.

- Contact details
- Dates and venues
- 45 people affected



Data Breaches within the Methodist Church

Toddler Group leaders OneDrive account lost when child's games console was hacked. Personal data included:

- First name of parent / carer
- Contact number for parent / carer
- Childs first name and age



Data Breaches within the Methodist Church

Email sent to a Managing Trustee's work email address where the Bcc function was not used.



Data Breaches within the Methodist Church

Former Church safe, lost or stolen,
containing blank marriage certificates



Information required for potential Data Breaches

- Date of the breach
- Number of people affected
- Type of breach
- What happened
- Personal data involved
- Risks to the individuals
- Remedial action taken



Recording a Personal Data Breach

Details of breach						Consequences of breach	Measures taken/ to be taken		
Date of breach	No. people affected	Type of breach	Description	How you became aware	Type of personal information (Personal Data)		Individual informed?	Remedial action	Controller informed? ²⁴
2.5.18	1	Unauthorised disclosure	Miss-typed email address	Realised just after hitting send.	Contact Details	Possible disclosure to third party	No	Sent email asking recipient to ignore and delete email	No



Questions?