



Community Church Edinburgh

Subject Access Request (SAR) Form

Use this form if you want to see the personal information Community Church Edinburgh has about you.

You can ask for this information in other ways too, but using this form might make things quicker.

Who's the data subject

This is the person you're asking for information for. If you're filling out this form for yourself, that's you. If it's for someone else, they're the data subject.

Which bits do you fill in?

Everyone fills out Sections 1, 2, 3, and 6. If you're asking for someone else's information, also complete Sections 4 and 5.

How long will it take?

Once we have everything, we'll get back to you within one month.

Where to send this

Email your filled-out form and something that shows who you are (like an ID with a photo) to office@cce.community or drop it off at 41A South Clerk Street, Edinburgh, EH8 9NZ.

Section 1: Your details (the person the information is about)

First name(s)

Last name:

Other names you might have used with us:

Where we can send our reply (address or email):

Section 2: Proof of who you are

To make sure we're giving information to the right person, we need to know it's really you. Please give us a copy of something like a passport, driving license, birth certificate, or two letters addressed to you from a trusted source (like a bank or utility company) from the last six months. What are you sending us?

Birth Certificate

Passport

Driving Licence

Two Letters

Something else (please tell us what):

Section 3: Where might we find your information?

Help us find your information quicker by giving more details. Tell us if you were part of a special group, event, or if you talked to someone at the church. If you're not sure, it's okay!

Which group or activity were you involved in at the church?

Any church leader or team member you remember talking to?

Roughly, when did this happen? (e.g. between Jan 2022 to Mar 2022)



Section 4: If you're asking for someone else

If someone is asking for information on your behalf, they need to fill this part.

Name of the person helping you:

Their organisation (if they have one):

Their contact details:

How do they know you?

Where can we send our reply (address or email)?

Section 5: Permission if you're asking for someone else

If someone is helping you, we need to be sure you've said it's okay. They need to show they have the right to ask for you or you can sign below. If it's a parent for a child under 12, they need to show they're the legal guardian.

I say it's okay for the person I named above in Section 4 to ask for my information for me

Your Signature:

Their Signature:

Date:

Section 6: Your promise

Please read and sign this:

I promise that all the information I've given is true. I understand the church will check my identity. They might need more details to find my information.

Signature:

Date:

Checklist

- Did you fill out everything needed?
- Did you sign the promise and put the date in?
- Did you include proof of who you are (it can be a copy)?