



MAKING A REQUEST FOR YOUR PERSONAL DATA

Please complete sections 1-4 of this form to help us identify all the relevant personal data to which you wish to gain access. No fee is required to make this request.

Please note that the Methodist Church in Great Britain is Data Controller for the Connexional Team, Methodist Safeguarding, and Complaints and Discipline only. Local Churches, Circuits and Districts are covered under TMCP's notification. You will need to make a SAR request of TMCP in order to access your personal data held by these bodies.

SECTION 1

Your personal details:

SURNAME:

FIRST NAME(S):

FORMER SURNAME:

ADDRESS:

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POSTCODE:

TELEPHONE No:

MOBILE No:

Please give us details of your previous address if you have resided at your current address for less than two years:

ADDRESS:

.....

.....

.....

POSTCODE:

Please continue to next page

SECTION 3

Additional Information Required:

It is vitally important to us that your personal data is protected and held in accordance with data protection law. To ensure we disclose the information requested to you only, please provide two proofs of identity, one of which must contain a photograph of yourself. Please describe these below:

1.

2.

(Copies will be accepted, but we do reserve the right to request sight of the originals)

SECTION 4

Declaration of Data Subject:

I confirm that I am seeking access to personal information about myself.

Signed:

Date:

Please return this form to:

Data Protection Officer
The Methodist Church in Britain
Methodist Church House
25 Marylebone Road
London
NW1 5JR

Please ensure that you have enclosed two forms of valid ID with your application. The statutory timeframe of one month will only be deemed to commence once these ID documents have been received.

For Official Use Only:

<i>Date Form Received</i>	
<i>Date ID Received</i>	
<i>One Month Expires</i>	
<i>Request Referred To</i>	
<i>Date Request Referred</i>	
<i>Response To Data Subject Sent</i>	