



## DATA REQUEST PROCEDURE

### The Parochial Church Council (PCC) of Holy Trinity, Cookham

1. A data subject may request a copy of all data we hold about them
2. They can do this by contacting the Parish Administrator by email at [office@cofe-thecookhams.org.uk](mailto:office@cofe-thecookhams.org.uk) or writing to

Parish Administrator  
Parish Office  
Churchgate  
Cookham  
Maidenhead  
SL6 9SP

giving their name and address

3. We will respond within thirty calendar days listing the data we hold about them or stating that we do not hold any information about them.

Approved by the PCC on 16 July 2018