

## The Hymn Society of Great Britain and Ireland: Subject Access Request

In accordance with the GDPR, any individual has the right to raise a Subject Access Request (SAR) to obtain a copy of their personal data as held by an organisation, provided without charge and within one month. For HSGBI, the preferred methods for a SAR to be raised are either through the “contact us” section of our website or by writing to our Secretary. The response will be in either electronic or printed form (where possible, as requested on the SAR).

For full details of how HSGBI handles personal data in respect of your rights under the GDPR, please see the Data Policy and Privacy Notice on our website. If you have further questions, concerns or requests related to how we handle your personal data, you can either use the “contact us” section of our website or write to our Secretary. If you are not satisfied with the way we handle your personal data, you can if necessary complain to the Information Commissioner’s Office, a government department, who oversee GDPR-related data handling in the UK.

### Our details:

- The Hymn Society of Great Britain and Ireland (HSGBI)
- Registered charity no. 248225
- Contact details:
  - Online, through the Contacts page on the website
  - Postally, via the Secretary, whose contact details are on the main paper publications produced by HSGBI
- Web site: <https://hymnsocietygbi.org.uk/>

**Subject Access Request (SAR) Details:** Please supply the following information:

Your name	
Your address	
Your email address (for an electronic response)	
Membership details (delete as applicable)	Current member / Recent member (within the past 2 years) / Former member (over 2 years ago) / Never a member
Preferred response (Delete as applicable)	By post / By email
The date of your request	