



Data Subject Rights

Under the General Data Protection Regulation individuals in particular circumstances may have specific rights regarding the processing of their personal data.

These are:

Right to information about how your personal data is processed

- The right to be informed encompasses the University's obligation to provide 'fair processing information', typically through a privacy notice.
- It emphasises the need for transparency over how you use personal data
- Rights to access your personal data

Right of Access to Personal Information

Individuals have a right of access to their own personal data held by the University. A request for all such information is called a Subject Access Request.

Under the GDPR the individual is entitled to:

- A description of the data
- The Recipients of the data
- Information about any automated decisions that have been made
- A copy of the data on request
- All the above within one month

Right to rectification and erasure

Data subjects have the right to correct inaccurate personal data held by the University about them. Taking into account the purposes of the processing, the data subject has the right to have incomplete personal data completed. Once data the University has collected is no longer necessary for the purpose for which it was collected and processed, individuals sometimes have the right to have their data erased. If you believe the University is processing inaccurate data about you, please contact the University at dataprotection@nua.ac.uk

Right to restriction of processing

Individuals sometimes have the right to restrict the processing of their personal data or object to the processing of that data. If you wish to withdraw consent for the processing of your personal data or otherwise restrict or object to the

processing of your personal data please contact the Data Protection Officer. The processing of your data will be restricted while the complaint is resolved. Third parties who may be processing your data will be notified.

Right to data portability

Data subjects have the right to receive the personal data concerning them in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from the University. If you wish to discuss the portability of your personal data please contact the Data Protection Officer.

Right to object to processing

Individuals have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

Right to withdraw consent

It is inappropriate to seek consent as a lawful basis for the processing of personal data when the data subject has no real choice regarding the proposed processing activity. Therefore, as much of our data is collected through contract or legitimate interest reasons, we do not process much data through consent. If you believe you have provided consent and now wish to withdraw your consent, please contact the University at dataprotection@nua.ac.uk

Right to object to automated processing

This right provides the data subject with the ability to object to a decision based on automated processing. The University does not solely use automated processes, decision would be manually reviewed.

Contact details

If you wish to discuss or enforce and of your data subject rights, please contact;

Data Protection Officer
Francis House
3-7 Redwell Street
Norwich
Norfolk
NR2 4SN

dataprotection@nua.ac.uk

Helpful links

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>