

Docking Parish Council

Meeting the rights of the individual

1 The right to be informed will be protected by:

- a privacy notice
- The lawful basis documents
- The data retention Policy
- The right to complain to the ICO
- The data breach procedure

2 *The right to access (includes subject access requests)*

- Individuals have the right to access all personal data information held by Docking Parish Council. Any such requests will be dealt with within one calendar month of the request being made.

3. The right to rectification (correction)

- Individuals have the right to have their personal data corrected (rectified) if it is inaccurate or incomplete.
- If the data has already been given to third parties, Sedgeford parish Council will tell those third parties of the correction and inform the individual about the third parties to whom the data has been given.

4. The right to erasure (also known as the right to be forgotten)

- Individuals have the right to request the removal or erasure of their personal data, for example if it is no longer necessary to process their data, the individual objects to such processing and/or the individual withdraws consent. Sedgeford parish Council will contact any third party with whom the data was shared requesting that they delete such data.
- This does not mean that a person can immediately request that his/her personal data is deleted. If the purposes for which the data was collected still exist, then a person will not be able to request the deletion of that data, unless it was given by consent and they are withdrawing their consent. The right to restrict processing
- Individuals have the right to restrict processing of their personal data in certain circumstances (for instance if a person believes his/her personal data is inaccurate or he/she objects to the processing). If processing is restricted, Sedgeford Parish Council can still store the data but cannot otherwise use the data.

5 The right to data portability

- Individuals will have the right to request that their personal data be provided to them (or a third party) free of charge.

- The Council will comply with such requests without undue delay, and in any event within one month.

6. The right to object

- Individuals have the right to object to processing in certain circumstances. The right not to be subject to automated decision-making including profiling

7. The right to restrict processing

- Individuals have the right to restrict processing of their personal data in certain circumstances (for instance if a person believes his/her personal data is inaccurate or he/she objects to the processing). If processing is restricted, the Council can still store the data but cannot otherwise use the data.

8. The right not to be subject to automated decision-making including profiling

- The GDPR provides protection against the risk that a potentially damaging decision is taken without human intervention. This right is similar to that contained in the DPA.

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