

The law provides you with a number of rights to control the processing of your personal information:

Gamston C of E Primary School aims to inform you of your rights subject access requests, your rights to be forgotten and how we restrict information and its use.

Subject Access Requests

Individuals have the right to obtain the following from us:

- confirmation that we are processing their personal data;
- a copy of their personal data; and
- additional supplementary information – this largely corresponds to the information that you should provide in a privacy notice (see 'Supplementary information' below).

Personal data of the individual

An individual is only entitled to their own personal data, and not to information relating to other people (unless the information is also about them or they are acting on behalf of someone). Therefore, it is important that you establish whether the information requested falls within the definition of personal data.

- Individuals have the right to access their personal data.
- This is commonly referred to as subject access.
- Individuals can make a subject access request verbally or in writing.
- We have one month to respond to a request.
- We cannot charge a fee to deal with a request in most circumstances

If you have any queries regarding access to your information please contact office@gamston.notts.sch.uk or 01777 838631.

Changing information you believe to be inaccurate

You should let us know if you disagree with something written on your file. We may not always be able to change or remove the information; however, we will correct factual inaccuracies and may include your comments in the records. *Please use the contact details above to report inaccurate information.*

Asking for your information to be deleted (right to be forgotten)

- The GDPR introduces a right for individuals to have personal data erased.
- The right to erasure is also known as 'the right to be forgotten'.
- Individuals can make a request for erasure verbally or in writing.
- You have one month to respond to a request.
- The right is not absolute and only applies in certain circumstances.
- This right is not the only way in which the GDPR places an obligation on you to consider whether to delete personal data

Right to restrict processing

- Individuals have the right to request the restriction or suppression of their personal data.
- This is not an absolute right and only applies in certain circumstances.
- When processing is restricted, you are permitted to store the personal data, but not use it.
- An individual can make a request for restriction verbally or in writing.
- You have one calendar month to respond to a request.
- This right has close links to the right to rectification (Article 16) and the right to object (Article 21).

**Further information can be found on Information Commissioners Office
www.ico.org.uk**

Computer based decisions about you and if you are 'profiled'

- The GDPR has provisions on:
- automated individual decision-making (making a decision solely by automated means without any human involvement); and

- profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.
- The GDPR applies to all automated individual decision-making and profiling.
- Article 22 of the GDPR has additional rules to protect individuals if you are carrying out solely automated decision-making that has legal or similarly significant effects on them.
- You can only carry out this type of decision-making where the decision is:
 - necessary for the entry into or performance of a contract; or
 - authorised by Union or Member state law applicable to the controller; or
 - based on the individual's explicit consent.
- You must identify whether any of your processing falls under Article 22 and, if so, make sure that you:
 - give individuals information about the processing;
 - introduce simple ways for them to request human intervention or challenge a decision;
 - carry out regular checks to make sure that your systems are working as intended.