

Data Rights Policy

Data Rights Policy

CONTENTS

CLAUSE

| | | |
|-----|---|----|
| 1. | Purpose | 1 |
| 2. | Scope..... | 1 |
| 3. | Definitions | 1 |
| 4. | Data Subject request Submission Format..... | 2 |
| 5. | Tracking Data Subject Requests | 2 |
| 6. | Acknowledging Receipt of Data Subject Requests | 3 |
| 7. | Involve Relevant Departments..... | 3 |
| 8. | Proof of Data Subject's Identity..... | 3 |
| 9. | Requests Made on Data Subject's Behalf..... | 4 |
| 10. | Identifying and locating Relevant Personal Data..... | 4 |
| 11. | Time to respond to Data Subject Requests | 5 |
| 12. | General reasons for Denying a Data Subject Request..... | 5 |
| 13. | Fees for Responding to Data Subject Requests | 6 |
| 14. | Responding to Personal Data Access Requests | 6 |
| 15. | Responding to Correction (Rectification) Requests | 7 |
| 16. | Responding to Erasure Requests | 7 |
| 17. | Responding to requests to restrict Personal data Processing | 8 |
| 18. | Responding to Data Portability Requests..... | 9 |
| 19. | Responding to Automated Decision-Making Objections..... | 11 |
| 20. | Training and Awareness | 11 |
| 21. | Enforcement | 11 |

Data Rights Policy

1. Purpose

1.1. The University of Law has adopted this Policy to address procedures for handling data subject requests and objections under the GDPR when we act as a data controller. The GDPR grants data subjects certain rights regarding their personal data including the right to:

- i. Access their personal data under GDPR Article 15.
- ii. Correct their personal data under GDPR Article 16.
- iii. Erase their personal data under GDPR Article 17.
- iv. Restrict personal data processing about them under GDPR Article 18.
- v. Receive a copy of certain personal data or transfer that personal data to another data controller, also known as the data portability right, under GDPR Article 20.
- vi. Object to personal data processing under GDPR Article 21.
- vii. Not be subject to automated decision-making in certain circumstances under GDPR Article 22

1.2. The purpose of the Policy is to formalise procedures for:

- (a) Confirming the identity of the data subject making a request and the identity of BT/F1 9 96 Tf1 0 0 1 218 09 6 all-4 (ng) T E T Q. 000008875 0 595.58 843 re W H BT/F1 9.96 Tf1 0 0 58164 446.59 Tm0 go G () T E T Q.

Data Rights Policy

the identification

Data Rights Policy

- vi. hard copy files
- vii. voice recordings
- viii. photographs

Data Rights Policy

- 12.3. Where we refuse to respond to a data subject's request DPO must explain the refusal to data subjects without undue delay

Data Rights Policy

Data Rights Policy

Data Rights Policy

Data Rights Policy