

General Data Protection Regulation – Information Rights

Under the General Data Protection Regulation (GDPR), individuals have expanded rights regarding how the school uses their personal data. These rights give the individual more control over how the school uses their personal data.

As of 25th May, individuals will have the following rights regarding their personal data: -

- The right to subject access – the individual has the right to see a copy of the personal data that the School holds about them and find out what it is used for.
- The right to rectification – the individual has the right to ask the School to correct or remove any inaccurate data that is held about them.
- The right to erasure (right to be forgotten) – the individual has the right to ask the School to remove data that is held about them.
- The right to restriction – the individual has the right to ask for their information to be restricted (locked down) on School systems
- The right to data portability – the individual has the right to ask for their data to be transferred back to them or to a new provider at their request.
- The right to object – the individual has the right to ask the School to stop using their personal data or to stop sending them marketing information.
- The right to prevent automated decision making – the individual has the right to ask the School to stop using their data to make automated decisions or to profile their behaviour.

How does this affect School staff?

A rights request can come in any form. They can be made verbally or in writing. Requests can be made to the School through any member of staff and for this reason it is important that all staff recognise what a rights request is and what they need to do with one.

What is a rights request?

Rights requests can come in any form. They can be made verbally, over the phone, through social media or via email.

A rights request does not require the requester to label their request as a rights request or to name which right they are hoping to use. A rights request can be as simple as an individual saying in an email – “I want to see that report about me,” or “I want you to delete that information”. Rights requests may form part of a complaint or an ongoing dialogue with a service user.

What do I do with a rights request?

The School has a new policy regarding the rights of the individual under GDPR and has a central point of contact (**Miss Jewell**) where all rights requests will be logged and administered. If you receive a rights request, or receive something that you believe may be one, send it immediately to: -

Lisa.jewell@knowsley.gov.uk

The School only has 30 calendar days to respond to a rights request and the clock starts ticking as soon as the School receives the request. Failing to respond to requests can leave the School open to fines of up to €20 million.

If in doubt, contact Miss Jewell