

## **What are my rights?**

GDPR provides 8 main rights for individuals.

### **Individuals' Rights**

#### **1. The right to be informed**

The right to be informed states that schools need to notify parents and children about the information they keep. This comes in the form of a 'Privacy Statement' which must be concise, transparent and easily accessible.

#### **2. The right of access**

Under the right of access, you must be able to provide access to an individual's data free of charge.

#### **3. The right to rectification**

Individuals are entitled to have their personal data rectified if inaccurate or incomplete and you must respond to a rectification request within one month.

#### **4. The right to erasure**

'The right to be forgotten', or right to erasure means that a school must have procedures in place for removing or deleting personal data easily and securely where there is no compelling reason for possession.

#### **5. The right to restrict processing**

Individuals have the right to 'block' or restrict processing of personal data.

#### **6. The right to data portability**

Although the '8 Individual Rights' cover all institutions, the 'right to data portability' may not affect many schools. This right allows individuals to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way.

#### **7. The right to object**

The right to object means individuals have the right to object to **direct marketing** (including profiling), in which case you must stop processing personal data immediately and at any time, with no exemptions or grounds to refuse, free of charge.

### **8. Rights related to automated decision making and profiling**

This is another of the 8 Rights which may not directly affect schools. If any of your processing operations constitute automated decision making including profiling (such as insurance firms), individuals have the right not to be subject to a decision and must be able to obtain human intervention, express their point of view, and obtain an explanation of the decision and challenge it.