Data Subject Rights Policy

Reference: GDPR DOC 1.2
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1. Scope

This policy applies to Organisation Name and all those working under its control (permanent and temporary employees, contractors and workers). It applies to all processing of personal data as defined in the General Data Protection Regulation (GDPR), and to all processing of personal data contracted out to third parties.

2. Definitions

Personal data is <<Content removed for sample purposes>>

Processing is "any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction" (GDPR, Article 4).

3. Policy

"Under the GDPR, all data subjects are granted a number of rights, which Organisation Name is committed to upholding. Organisation Name supports these rights by providing mechanisms for data subjects to act upon them."ACCEPT TEXT

Data subjects have the following rights:

- Right of access: Data subjects have the right to access the personal data Organisation Name holds in relation to them. They also have the right to additional information about any processing Organisation Name performs using that personal data.
- Right to rectification: Data subjects have the right to ensure personal data Organisation Name holds about them is correct, complete and up to date.
- Right to erasure: Data subjects have the right to have personal data relating to them erased under certain conditions.
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These rights are supported through the
"Risk Management Procedure"ACCEPT TEXT

and
"Data Protection Impact Assessment Procedure"ACCEPT TEXT

, which ensure that the rights and freedoms of data subjects are appropriately balanced against the risks to their personal data.

The
"Data Subject Rights Procedure"ACCEPT TEXT

sets out how Organisation Name responds to data subject rights requests.

"Organisation Name ensures that its obligations to uphold data subject rights are enforced through all third-party data processors via the Data Processor Management Procedure and relevant contract. Where Organisation Name processes personal data on behalf of a data controller (acting as a data processor), it commits to support the controller's obligations to uphold data subject rights."ACCEPT TEXT

The
"Data Protection Officer/GDPR Owner"

is responsible for overseeing Organisation Name's compliance with this policy and responses to rights requests.

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Document owner and approval

The
"Data Protection Officer/GDPR Owner"

is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.
The current version of this document is available to
"Specify which members of staff this document is intended for"

and is published
"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in the Master List of Document Approval.

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