

Individuals' Rights under the General Data Protection Regulation (GDPR)

The GDPR gives individuals several rights regarding their personal information. This note tells you about those rights so that you will understand when an individual can exercise those rights.

Privacy Notices

You have a right to be informed about how we will process your personal data. This means you have a right to be told clearly and concisely how we will use your personal information/data i.e. names, address, DOB, financial information, your opinion, etc. We will do this by giving you a privacy notice before you share information with us. This will be shown on all online processes before you are asked to share personal information with us. We will also provide a privacy notice on all paper forms that you may complete. We will do this the first time you share that information with us.

The privacy notice will tell them their rights for that process because their rights will be different depending on why we are collecting their personal data.

Rights you can exercise over personal data we hold

You have rights with regard to how your personal information is processed. You will **not** always be able to exercise all the rights set out in the GDPR, as the rights that apply will vary depending on why we collected the personal information. There are also some circumstances where your rights cannot be exercised because **exemptions** will apply.

Where you have a right, it can be exercised free of charge. We will tell you on the privacy notice that you can email to request the exercise of any right to: GDPR@stalbans.gov.uk or for subject access requests: foi@stalbans.gov.uk. You can also write to the GDPR Team, St Albans District Council, St Peters Street, St Albans, AL1 3JE or call 01727 866100 and ask to speak to the GDPR Team.

We will respond to you within one month of receipt of the request unless it is very complex. If it is complex we will write to you within the first month to tell you that we are extending the timescale for a maximum of two months more.

We explain in the following table what each right means:

Right to access the information we hold (SAR) Art 15	Right to rectification Art 16	Right to erasure/ to be 'forgotten' Art 17	Right to restriction Art 18	Notification to third parties Art 19	Right to data portability Art 20	Right to object to processing Art 21
<p>This replicates your current right to obtain a copy of the personal information we hold.</p> <p>We are not obliged to respond to repetitive requests or “manifestly unreasonable” requests.</p>	<p>You have a right to ask us to correct any information we hold that is inaccurate or incomplete.</p>	<p>You can request deletion or removal of personal information where there is no compelling reason for us to process the information.</p>	<p>You can ask us to ‘block’ or suppress processing of your personal information where you are asking us to check accuracy, or processing is unlawful, but you don’t want us to erase it.</p>	<p>We must notify third parties who are processing your personal information of any requests you make so that they can also implement your request.</p>	<p>You can ask us to move or copy or transfer your personal information to another organisation.</p>	<p>You can object to us processing your personal information.</p> <p>You must tell us your circumstances justifying your objection to processing.</p> <p>We can still process personal information where there are compelling grounds, or it is necessary for legal claims.</p>

The table below shows what rights apply depending on the reason that we were allowed to collect the personal data. Your Department Information Log & Disposal Schedule sets out the category of lawful processing (i.e. reason for collecting the personal data/information) which will show which rights apply. Any requests you receive for information should be referred to GDPR@stalbans.gov.uk or, where it is a subject access request (request for a copy of their personal data) to FOI@stalbans.gov.uk.

The table below shows what rights apply depending on the lawful processing:

	Right to access the information we hold (SAR)	Right to rectification	Right to erasure / to be 'forgotten'	Right to restriction	Notification to third parties	Right to data portability	Right to object to processing
	Art 15	Art 16	Art 17	Art 18	Art 19	Art 20	Art 21
<p>Legal obligation Art 6(1)(c)</p> <p>A service we are required to provide by law. e.g. council tax, housing, licensing.</p>	Y	Y	N	Y	Y	N	N
<p>Public task Art 6(1)(e)</p> <p>A service we choose to provide as we have a power. e.g. leisure facilities.</p>	Y	Y	N	Y	Y	N	Y
<p>Consent Art 6(1)(a)</p> <p>A service that we provide where you actively agree to allow us to use your personal data for those purposes.</p>	Y	Y	Y	Y	Y	Y	N

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