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Atlantic
Technological
University

Data Subject Rights Procedure

Version 1.0

Revision History:

Date of this revision: November 2022	Date of next review: April 2023
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Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
1.0		New Procedure	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
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Approval:

This document requires the following approvals:

Version	Approved By:	Date
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Quality Assurance:

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Written by:	Information Compliance Office	
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Head of Function responsible:	VP for Finance & Corporate Services	

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1.0 INTRODUCTION

Subject to certain conditions/restrictions, the GDPR provides data subjects with a number of rights including:

- The right to be informed
- The right to obtain a copy of one's personal data
- The right to have inaccurate or incomplete data rectified
- The right to have one's data erased
- The right to restrict the processing of one's data
- The right to data portability
- The right to object to certain types of processing
- The right to not be subject to a decision based solely on automated processing

2.0 PURPOSE

The purpose of this procedure is to provide a framework for exercising these rights. This procedure supplements Atlantic Technological University (ATU) Data Protection Policy which affirms ATU's commitment to protect the privacy rights of individuals in accordance with data protection legislation.

3.0 SCOPE AND RESPONSIBILITY

This procedure applies to all data subjects, including staff and students, whose personal data is processed by the University.

4.0 PROCEDURE FOR EXERCISING ONE'S RIGHTS

Data subjects may exercise their rights by contacting the Data Protection Officer (DPO) directly by email (dataprotection@atu.ie).

Data subjects must outline their request clearly, for example a request may state:

"Dear.... I wish to make a request under the GDPR to rectify / erase / restrict the processing of the following information you keep about me"

or

"Dear..... I wish to request a copy of my personal information under the GDPR in relation to....."

For convenience, where seeking information about the data processed or where seeking a copy of personal data, the 'ATU Subject Access Request Form' (see below) may be used.

Requests must be specific, providing as much detail as possible to assist the University in complying with the request. ID may be required as proof of identity.

5.0 MANAGEMENT OF RIGHTS REQUESTS

When a request to exercise a right is made and agreed, the University will comply 'without undue delay' and, in any event, within one month of receipt of the request. The one-month period may be extended by a further two months, where necessary, taking into account the complexity and number of requests. In this case, requesters shall be informed of any extension within one month of receiving the request, and the reasons for the delay.

Information shall be provided in writing, or by other means, including, where appropriate, by electronic means. When requested, information may be provided orally, provided that identity is proven by other means.

Requests are dealt with free of charge. However, where further copies are requested by the data subject, or if the request is manifestly unfounded or excessive, the University may charge a reasonable fee based on the administration costs.

The right to data protection is not an absolute right. It must always be balanced against other values, fundamental rights, human rights, or public and private interests and there may be circumstances under which an organisation may have grounds to refuse to grant an individual's request to exercise their data protection rights. Read more at <https://www.dataprotection.ie/en/individuals/know-your-rights/restriction-individual-rights-certain-circumstances>

Where an individual is not satisfied with the response of the University, a complaint can be made to the Data Protection Commission www.dataprotection.ie

6.0 FURTHER INFORMATION

Further information may be obtained from the ATU Data Protection Policy available at [Data Protection | ATU - Atlantic Technological University](#) or on the Data Protection Commission website at www.dataprotection.ie