



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Data Subject Rights Procedure

Version 2.0

Revision History:

Date of this revision: November 2024	Date of next review: November 2027
---	---

Version Number/ Revision Number	Revision Date	Summary of Changes	Pages
1.0	November 2022	New Procedure	
2.0	November 2024	Inclusion of links for more information Greater clarity on the process	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0	n/a		
2.0	n/a		

Approval:

This document requires the following approvals:

Version	Approved By:	Date
1.0	Information Compliance Office	Nov 2022
2.0	UPT	Nov 2024

Quality Assurance:

Date Procedure to take effect: Nov 2024	Date Procedure be Reviewed: Nov 2027
Written by:	Information Compliance Office
Approved by:	UPT
Head of Function responsible:	VP for Finance & Corporate Services

Document Location:

Website – Policies and Procedures	X
Website – Staff Hub	X
Website – Student Hub	X
Other: - Information Compliance SharePoint	X

1.0 INTRODUCTION

Subject to certain conditions/restrictions, the General Data Protection Regulation (GDPR) provides data subjects with a number of rights including:

- The right to be informed [[Transparency](#)]
- The right to obtain a copy of one's personal data [[Right of Access](#)]
- The right to have inaccurate or incomplete data rectified [[Right to Rectification](#)]
- The right to have one's data erased [[Right of Erasure](#)]
- 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 the University's 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

Many requests are dealt with in the normal course of business by contacting the relevant Department directly.

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

Data subjects must outline their requests clearly by being specific and providing as much detail as possible to assist the University in complying with the request.

ID may be required as proof of identity.

Requests submitted on behalf of data subjects, for example by a family member or solicitor, must be accompanied by written authorisation granting authority to the University to discuss the personal data with that third party.

5.0 MANAGEMENT OF RIGHTS REQUESTS

When a request to exercise a right is made and agreed, the University shall acknowledge the request within 10 working days and comply with the request '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 and the reasons for the delay within one month of receiving the request.

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 the University 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>
- <https://www.dataprotection.ie/en/faqs/access-and-rectification/are-there-any-exceptions-right-access>

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

For further information, see the ATU Data Protection Policy or the Data Protection Commission website at www.dataprotection.ie