

DATA SUBJECT RIGHTS PROCEDURE

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 the Institute's Data Protection Policy which affirms GMIT'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 Institute.

4.0 PROCEDURE FOR EXERCISING ONE'S RIGHTS

Data subjects may exercise their rights by contacting the Data Protection Officer (DPO) directly by email (dpo@gmit.ie) or in writing to DPO, Room 1063, GMIT Galway Campus, Dublin Road, Galway H91 T8NW.

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 'GMIT Subject Access Request Form' (see below) may be used.

Requests must be specific, providing as much detail as possible to assist the Institute 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 Institute 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.

A number of restrictions to exercising rights are outlined in Article 30 of the GDPR and Chapter 3 of the Data Protection Act 2018. More information is available from the DPO.

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 Institute may charge a reasonable fee based on the administration costs.

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

5.0 FURTHER INFORMATION

Further information may be obtained from the GMIT Data Protection Policy available at www.gmit.ie/information-compliance/data-protection or on the Data Protection Commission website at www.dataprotection.ie



SUBJECT ACCESS REQUEST FORM DATA PROTECTION LEGISLATION

Office Use Only Date received: _____ Identity verified: _____ Consent confirmed: _____

1. DETAILS OF REQUESTER

Name: _____

Email address: _____

Telephone Number: _____

If you are a student, please provide your Student ID Number: _____

If you are a current or former staff member, please provide details of the Department:

If neither a student nor staff member, please provide details of your relationship with the Institute:

2. FORM OF ACCESS

My preferred form of access is:

To receive photocopies by post To receive photocopies by hand
To receive soft copy by email Other: _____

3. DETAILS OF REQUEST

In accordance with data protection legislation, I request access to the following personal data that I believe GMIT holds about me:

A description of the personal data held

A copy of the personal data held

Please provide as much information as possible to help the Institute locate the information such as the time periods concerned, names of members of staff who you may have dealt with or who may be able to locate the information, the department or areas of the Institute that are most likely to hold the relevant information.

I acknowledge that, before I am given access to personal information about myself, I may be asked for ID.

Signed: _____ Date: _____

Completed forms to: Data Protection Office, Room 1063, GMIT Galway Campus, Dublin Road, Galway.
T: +353 (0)91 742769 E: dpo@gmit.ie