



Data Protection Policy
Appendix
The Rights of Individuals

The following sets out the right of individuals as outlined in the General Data Protection Regulation (GDPR) with explanation to how Beds SU adheres to them.

Please note, that Beds SU may require to perform an identification check of any individual submitting Data subject request.

GDPR Right	What the laws says	Beds SU position
The right to be informed	Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.	When students enrol with the university, they are made aware of what data is collected and processed and how this is shared with the Beds SU Student who actively engage with the Students' Union are further informed about how their data is processed Other Stakeholders are informed at point of collection regarding the use and processing of their data,
The right of access	Individuals have the right to access their personal data.	Students and all other stakeholders can ask to see their data at any time by contact Beds SU in writing at help@bedssu.co.uk . Beds SU will respond as soon as is reasonable and within 40 days of the request.
The right to rectification	The GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.	Beds SU will do it upmost to ensure that the data it hold is accurate. Students are also able to access their own 'online profiles' to ensure accuracy and update some data In all other cases students and other stakeholders can at any time

		request that their data rectified in writing to help@bedssu.co.uk
The right to erasure	The GDPR introduces a right for individuals to have personal data erased.	<p>Students will be able to request this at any time in writing to help@bedssu.co.uk. In some circumstances it may mean that they are unable to participate in all or some union activity, including voting in the elections and being an active committee member of a club or society. In some cases, in order to adhere to paper tail processes (for example online payments) we may be unable to erase all data requested.</p> <p>Other stakeholder can also request deletion of their data at any time. At which stage they will be made aware of any consequences of this data deletion and also where it might not be possible.</p>
The right to restrict processing	Individuals have the right to request the restriction or suppression of their personal data.	Beds SU will restrict the processing of data as requested in writing to help@bedssu.co.uk .
The right to data portability	The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.	Request can be made in writing to help@bedssu.co.uk . If asked the Data would be provided in electronic format
The right to object	The GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.	Beds SU recognises that in terms of direct marketing purposes individuals have an absolute right to stop their data being used
Rights in relation to automated decision making and profiling	The GDPR has provisions on automated individual decision-making and profiling	Currently the Beds SU makes no decision about individuals based on automated consideration of their data