

Data Subject Rights Procedure

National College of Ireland ('NCI') values your privacy and data protection rights. As outlined in the National College of Ireland Data Protection Policy and Privacy Statement, GDPR provides data subjects with a number of rights which may be exercised. This document briefly outlines these rights and how they can be exercised.

WHAT ARE YOUR RIGHTS UNDER GDPR?

Subject to certain criteria under data protection law, you have the following rights:

Right	Explanation
Access	GDPR gives you the right to request a copy of your personal data which is processed by NCI, or processed on behalf of NCI, and details concerning the way in which it is processed.
To be Informed	GDPR gives you the right to know what personal information the College holds about you, the purpose and the legal basis for processing this information, the categories of personal data being processed, the source of the personal data, who the personal data is shared with, and the retention of the personal data
Rectification	Under certain circumstances, GDPR gives you the right to have inaccurate or incorrect personal data rectified.
Erasure	Under certain circumstances, GDPR gives you the right to erasure.
Restriction	Under certain circumstances, GDPR gives you the right to restrict the processing of personal data. This means you can limit the way NCI uses your personal data.
Portability	Under certain circumstances, GDPR gives you the right to receive your personal data in a structured, commonly used, and machine-readable format so it can be transmitted to another controller of your choice. This does not apply to paper records.
Objection	Under certain circumstances, GDPR gives you the right to object to certain processing carried out by NCI or on NCI's behalf.
Automated Decision Making	GDPR gives you the right to not be subject to a decision based solely on automated processing, including profiling, which produces legal affects or significant affects upon you

HOW TO EXERCISE YOUR RIGHTS

- You may request to exercise the above rights by contacting National College of Ireland's Information Governance and Data Protection Officer in writing at dpo@ncirl.ie or Finance Department, National College of Ireland, Mayor Street Lower, Dublin 1, D01 Y300
- To help us respond to your request, please be as specific as possible and use one of the forms provided on our website. The forms may also be requested from the Information Governance and Data Protection Officer
- If you would like a third party to submit a request to exercise your rights on your behalf, you will have to provide National College of Ireland with written authorisation to allow us to disclose any personal data to the third party of your choice.

- (d) National College of Ireland may need to verify your identity before proceeding with a request. This is to ensure your personal data is not disclosed to the wrong person. Acceptable forms of identification include a current driving licence, a current passport, valid student ID, or valid staff ID. In most cases, a copy will suffice but we do reserve the right to request to see original documents or request further supporting documents and information.