**Individuals’ Rights**

GDPR gives individuals rights with some enhancements to those rights already in place:

-the right to be informed

-the right of access

-the right to rectification

-the right to erasure

-the right to restrict processing

-right to data portability

-the right to object

-the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the ‘right to be forgotten’) where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between diﬀerent computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the council’s Freedom of Information Publication Scheme. The council will be informed of such requests.

**Children**

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian’s consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

**Summary**

The main actions arising from this policy are:

The Council must be registered with the Mid Suffolk County Council.

A copy of this policy will be available on the Council’s website. The policy will be considered as a core policy for the Council.

An information audit will be conducted and reviewed at least annually or when projects and services change.

Privacy notices must be issued.

Data Protection will be included on the Council’s Risk Management Policy.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.