

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain to the ICO (Information Commissioners Office) www.ICO.org.uk

All of the above requests will be forwarded on should there be a third party in the processing of your personal data.

Can I find out the personal data that Mercia College Limited holds about me?

Mercia College Limited at your request, can confirm what information we hold about you and how it is processed. If Mercia College Limited does hold personal data about you, you can request the following information:

- Copies of your personal data held by the Mercia College
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Mercia College Limited or a third party, information about those interests.
- The categories of personal data collected, stored and processed.

- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access the data we hold on you or to exercise any of your rights listed above contact our Data Protection Officer Keli Burns keli.burns@mercia-college.co.uk tel: 01332 332727 ext 200

NOTE: Mercia College Limited accepts the following forms of ID when information on your personal data is requested:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)