



# Data Subject Rights Procedure

## Dublin City University

Your privacy and data protection rights are important to DCU. As described in the DCU Privacy Policy, there are a number of rights which you may exercise under data protection law. This guide explains what these rights are and how to exercise them. Capitalised terms in this document are defined in the [DCU Privacy Policy](#).

### 1. WHAT ARE YOUR RIGHTS?

1.1 Data protection law provides for the following rights:

RIGHT	DESCRIPTION
<b>Inspection and access</b>	Allows you to request a summary and/or a copy of your Personal Data which we Process or which is Processed on our behalf together with details about the way in which we Process your Personal Data.
<b>Rectification</b>	Allows you to request that any inaccurate Personal Data be rectified.
<b>Erasure (right to be forgotten)</b>	In certain circumstances, allows you to request that Personal Data be deleted.
<b>Restriction</b>	Allows you to request that Processing of your Personal Data by DCU be restricted.
<b>Portability</b>	Allows you to request that DCU transmit certain Personal Data that you have provided to DCU either to you or to another Controller.
<b>Objection</b>	Allows you to object based on your particular circumstances to data Processing being carried out by DCU, in which case DCU have to stop such Processing.
<b>Automated decision-making</b>	You have a right not to be subject to certain forms of automated decision-making if the decision produces legal effects or similarly significantly affects you and where there is no human input involved. DCU will seldom, if ever, undertake such activities.

1.2 However, please note that these rights are available to individuals' subject to certain criteria as set out in data protection legislation and therefore will not be available in all circumstances.

### 2. EXERCISING YOUR RIGHTS

2.1 You may exercise the rights set out above by contacting the DCU Data Protection Office, Martin Ward as follows: by email at [data.protection@dcu.ie](mailto:data.protection@dcu.ie) or by post to Data Protection Officer, Office of the Chief Operations Officer, DCU Mailroom, John & Aileen O'Reilly Library, DCU Glasnevin Campus, Collins Avenue Extension, Dublin 9, D09 V209.

2.2 To help us to respond to your request, please be as specific as possible. For example, if you wish to exercise your right to access your Personal Data, please specify the Personal Data of which you wish to obtain a copy. Please include any additional details that would help us to respond to your request - for example, a staff reference number, names of DCU Departments/Offices that you were associated with, etc.

2.3 If you wish a third party to submit a request to exercise your rights on your behalf (e.g. a family member or solicitor), you must provide written authorisation to allow us to disclose your Personal Data to that third party.



- 2.4 You may be asked to provide proof of identity. Acceptable forms of identification include: copy of passport, driving licence or staff ID card. Copies are acceptable in most cases; however, we reserve the right to ask to see original documents where necessary. Copies of such documents will be securely destroyed once we have verified your identity.

**End**