

## Individual Rights Regarding Personal Data

Data subjects have a range of specific rights that they can exercise under GDPR.

The GDPR provides the following rights for individuals:

1. [The right to be informed](#)

Refer to College Privacy Notice, this provides the information you are entitled to receive.

2. [The right of access](#)

Please contact us if you would like confirmation that your data is being processed and access to your personal data via a Subject Access Request (SAR).

All SARs are free of charge, however, BMet College will charge a 'reasonable fee' if a request is manifestly unfounded or excessive, particularly if it's repetitive. The fee will be based on the administrative cost of providing the information.

[Subject Access Request for a Data Subject Form](#)

[CCTV Image Subject Access Request Form](#)

3. [The right to rectification](#)

Please inform us of any data which you would like rectified and we will usually respond within a month of the request.

We will pass on the changes to any third parties who need to change their records and let you know this has been done.

[Data Subject Rectification Request Form](#)

4. [The right to erasure](#)

You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent).

[Data Subject Erasure Request Form](#)

5. [The right to restrict processing](#)

You can tell us that we can keep your data but must stop processing it, including preventing future mailings and communications.

If possible, we will inform any third parties to whom your data has been disclosed of your requirement.

[Data Subject Processing Restriction Request Form](#)

6. [The right to data portability](#)

You can request to have the personal data transmitted directly from one controller to another, where technically feasible.

[Data Subject Data Portability Request Form](#)

7. [The right to object](#)

We may stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).

We will stop processing your data for direct marketing if you tell us to.

We will stop processing your data for purposes of research and statistics, if you object.

[Data Subject Data Processing Objection Request Form](#)

8. [Rights in relation to automated decision making and profiling](#)

We do not use any automated decision-making.