



Data Protection Rights Statement

Revision 1.01 15/02/2024

This Data Protection Statement is relevant to all individuals and provides information about your rights and what you should do if you want to raise a concern.

Your Rights

Right of access to personal data

You have the right to ask for all the personal data we have about you. When we receive a request from you in writing, we must give you access to everything we've recorded about you as well as details of the processing, the categories of personal data concerned and the recipients of the personal data. We will provide the first copy of your personal data free of charge, but we may charge you a reasonable fee for any additional copies. We cannot give you access to a copy of your personal data in some limited cases including where this might adversely affect the rights and freedoms of others.

Right of rectification of personal data

You should let us know if there is something inaccurate in your personal data. We may not always be able to change or remove that personal data, but we will correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Right of erasure of personal data (right to be forgotten)

In some circumstances you can ask for your personal data to be deleted, for example, where:

- your personal data is no longer needed for the reason that it was collected in the first place
- you have removed your consent for us to use your personal data (where there is no other lawful basis for us to use it)
- there is no lawful basis for the use of your personal data
- deleting the personal data is a legal requirement

Please note that we can't delete your personal data where:

- we are required to have it by law
- it is used for freedom of expression
- it is used for public health purposes
- it is used for scientific or historical research or statistical purposes where deleting the personal data would make it difficult or impossible to achieve the objectives of the processing
- it is necessary for legal claims.



Right to restrict what we use your personal data for

You have the right to ask us to restrict what we use your personal data for where:

- you have identified inaccurate personal data, and have told us of it
- where we have no legal reason to use the personal data, but you want us to restrict what we use it for rather than erase the personal data altogether

When personal data is restricted, it can't be used other than to securely store the personal data and with your consent to handle legal claims and protect others, or where it's for important public interests.

Right to have your personal data moved to another provider (data portability)

You have the right to ask for your personal data to be given back to you or another service provider of your choice in a commonly used format. This is called data portability. This right only applies if we're using your personal data with consent and if decisions were made by a computer and not a human being. It does not apply where it would adversely affect the rights and freedoms of others.

Right to object

You have the right to object to processing of your personal data which is based on public interest or legitimate interest processing. We will no longer process the personal data unless we can demonstrate a compelling ground for the processing.

Right not to be subject to automated decision-making

You have the right not to be subject to a decision based solely on automated processing. This right shall not apply where the processing is necessary for a contract with you, or the processing is undertaken with your explicit consent or the processing is authorised by law.

You can make a complaint

You have the right to lodge a complaint with the local supervisory authority for data protection in the EU member state where you usually reside, where you work or where you think an infringement of data protection law took place.