



Data Subject Rights Procedure St. Caimin's Community School

Under Article 15 of the EU Regulation 2016/679, data subjects, such as customers, suppliers and employees, are entitled to request access to the following from St. Caimin's Community School:

- (a) confirmation as to whether St. Caimin's Community School processes personal data relating to them;
- (b) the purposes of the processing;
- (c) the categories of personal data concerned;
- (d) the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular, recipients in 3rd countries or international organisations;
- (e) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- (f) the existence of the right to request from St. Caimin's Community School rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (g) the right to lodge a complaint with the Data Protection Commissioner;
- (h) where the personal data are not collected from the data subject, any available information as to their source;
- (i) the existence of automated decision-making, including profiling (as set out in Article 22 (1) and (4)) and at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The data subject may also request, and St. Caimin's Community School will provide a copy, of the personal data undergoing processing.

Where the data subject makes the request by email, and unless otherwise requested by the data subject, the information must be provided by email.

Such requests should be notified to the person responsible for Data Protection as soon as they are received. That person will ensure that the data subject requests meet the following formalities:

- (a) The identity of the data subject is established;
- (b) The information shall be provided in writing, or by other means, including, where appropriate, by email. When requested by data subject, the information may be provided orally;
- (c) The information will be sent without delay, and no longer than one calendar month from receipt of the request;
- (d) The response will be concise, transparent, intelligible and in an easily accessible form, using clear and plain language; and
- (e) The information will be provided free of charge, except where further copies are requested which incurs administrative costs for St. Caimin's Community School. In such a case a reasonable fee based on the administrative costs may be charged.

If a request is received from a third party, e.g. a solicitor or accountant on behalf of their client, the person responsible for Data Protection who is following this procedure must ensure that the data subject's signed consent is included in the request. If not, the third party must be asked to arrange for a signed consent to be obtained and furnished to the person responsible for Data Protection, before the request can be processed.

Requests from An Garda Síochána, the Revenue Commissioners or other state bodies or authorities must always include their legal basis for making the request. The requests should quote the legislation they are relying on which gives them the powers to make such a request. If this is not included in the request the person responsible for Data Protection should write back to them to seek it.