

Your rights

When your personal data is processed under the General Data Protection Regulation 2016 (GDPR) the rights that are available to you change depending on the lawful basis we are using to process your personal data. In our privacy notices we've tried to make it clear what the lawful basis is in every situation.

There are six lawful bases, these are listed below with the rights that are relevant to each of them. Please be aware that some of your rights are not absolute, depending on the circumstance we still may continue to process your data - if that is the case we will tell you.

When you exercise any of your rights we will try to respond to you as quickly as possible but normally within one month. If your enquiry is complex, or you have made multiple requests, we may extend the time to deal with it by a further two months (so three months in total), if we need to do this we'll tell you as soon as possible. To protect your data we may ask you to prove your identity before we start to deal with your request.

If your requests are manifestly unfounded or excessive we may refuse to act on them, or charge you a reasonable fee.

If you are unhappy with how we are dealing with your request, including how long it is taking us you can lodge a complaint with the [Information Commissioner's Office](#) (ICO) or seek a judicial remedy.

For processing based on consent (GDPR A6(1)(a)) your rights are as follows:

- You have the right to withdraw your consent. We will try to follow your instruction within a reasonable time. Any processing we performed whilst your consent was available to us will remain lawful.
- You have the right to access your data, this is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to erase your personal data, this is often called the right to be forgotten.
- You have the right to ask us to restrict how we process your data.
- You have the right to ask for a copy of your data, this is often called data portability.

For processing based on contract (GDPR A6(1)(b)) your rights are as follows:

- You have the right to access your data, this is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to restrict how we process your data.
- You have the right to ask for a copy of your data, this is often called data portability.

For processing based on legal obligation (GDPR A6(1)(c)) your rights are as follows:

- You have the right to access your data, this is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to restrict how we process your data.
- You have the right to not be subject to automated decision making.

For processing based on vital interest (GDPR A6(1)(d)) your rights are as follows:

- You have the right to access your data. This is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to restrict how we process your data.
- You have the right to not be subject to automated decision making.

For processing based on public task (GDPR A6(1)(e)) your rights are as follows:

- You have the right to access your data, this is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to restrict how we process your data.
- You have the right to object to how we are processing your data.
- You have the right to not be subject to automated decision making.

If you object to our processing of your data, and we have no overriding legitimate grounds for processing your data you will also have the right to have your data erased.

For processing based on legitimate interest (GDPR A6(1)(f)) your rights are as follows:

- You have the right to access your data, this is called a subject access request.
- You have the right to ask us to correct any data we process about you.
- You have the right to ask us to restrict how we process your data.
- You have the right to object to how we are processing your data.
- You have the right to not be subject to automated decision making.

If you object to our processing of your data, and we have no overriding legitimate grounds for processing your data you will also have the right to have your data erased.

Additional information

Please note that you have the right to object to any of our processing based on the lawful basis of “public task” or “legitimate interests”. This includes any profiling we perform under those legal bases. We will only continue to process your data if we can demonstrate compelling legitimate grounds for that processing, and these grounds override the interests, rights and freedoms of the data subject or are necessary for the establishment, exercise or defence of legal claims.

You also have the right to object to any processing we perform relating to direct marketing purposes, this includes profiling relating to those purposes. If you object we will stop processing your data for that purpose.

More information about your rights is available on the [Information Commissioner's Office](#) (ICO) website.

If you'd like to exercise any of your rights please contact our Information Governance Team:

Address	Civic Offices, Military Road, Canterbury, Kent, CT1 1YW
Website	www.canterbury.gov.uk
Data Protection Officer	Head of Corporate Governance
Email	dataprotection@canterbury.gov.uk
Phone:	01227 862 175