



Institute
and Faculty
of Actuarles

Data Subject rights policy

Authorised by: Anne Moore, Chief Operating Officer

First issued: May 2018

Last review date: May 2018

Next review date: May 2019

Update record:

Date	New version	Author	Description	Details
May 2018	v1	David Hood	Policy issued	New policy

Data Subject rights policy

1. Introduction

Articles 12-23 of the General Data Protection Regulation (GDPR) deal with transparency and the rights of individual data subjects.

2. Purpose

The purpose of this policy is to define what your rights are and how to exercise them.

3. Scope

This Policy applies to any processing of personal data without constraint or exception.

4. Your rights under the GDPR

The GDPR requires data controllers to be transparent about the data they collect, the way it is used, where it is shared and how long it is stored for. You can read about how we manage personal data in our [privacy policy](#).

Under GDPR you have the right to:

- access (Article 15): you have the right to obtain a copy of any or all of the data we process about you, including the purpose for processing, the categories of personal data we process, any recipients of your data, and the rules for determining how long we will retain it;
- rectification (Article 16): you have the right to request the correction of any inaccurate personal data held by us;
- erasure (Article 17): you have the right to ensure we erase personal data that is no longer required for legal, regulatory or justified operational record-keeping purposes.
- restrict processing (Article 18): you have the right to instruct us to restrict processing where the accuracy is contested, the processing is unlawful, or where the personal data and/or evidence of its processing is required by you to establish, exercise or defend legal claims.
- data portability (Article 20): you have the right relating to receive your personal data in a common format to facilitate its transfer to another controller.
- object to processing (Article 21): you have the right to object to processing where it is taking place on the basis of the legitimate interests of the controller, or in the performance of a task carried out in the public interest.
- challenge automated decision making (Article 22): you have the right not to be subject to a decision based solely on automated processing (including profiling); *and*
- complain to the Supervisory Authority (Article 77): you have the right to complain to the Supervisory Authority (the Information Commissioner's Office in the United

Kingdom) where you believe there has been an infringement of the GDPR.

5. Exercising your rights

To exercise any of your data subject rights, please contact our Data Protection Officer (DPO) via:

- email: data.protection@actuaries.org.uk;
- mail: Data Protection Officer, Institute & Faculty of Actuaries, Level 2, Exchange Crescent, 7 Conference Square, Edinburgh, EH3 8RA, United Kingdom; or
- online form: <https://www.actuaries.org.uk/node/117917>

When requesting:

Access to exam marks and comments please include:

- your full name;
- your Actuarial Reference Number (ARN); and
- the name of the exam(s) and date(s) you seek marks and comments for.

Access to CCTV please include:

- your full name (and requesting organisation and justification where appropriate);
- address;
- contact details;
- date(s);
- time(s);
- location(s); and
- description of expected/desired footage and/or images.

Access to any data not relating to exams or CCTV please include:

- your full name (and requesting organisation and justification where appropriate);
- address;
- contact details;
- a date/time or date/time range for the data you seek; and
- any keywords or other information that will help us respond.

Rectification of any data that we hold that is inaccurate (and that cannot be updated by you via the members' area online or via the staff intranet) please include:

- your full name;
- address;
- contact details;
- details about the data that needs rectified; and
- any information that evidences the need for rectification or otherwise supports your request.

Erasure of any data that we hold please include:

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- your full name;
 - address;
 - contact details;
 - details about the data to be erased; and
 - any information that justifies the need for erasure.

Restriction or objection to the processing of any data that we hold please include:

- your full name;
- address;
- contact details;
- details about why you want to restrict or object to processing; and
- any information that evidences the need for restricted processing or to stop processing or otherwise supports your request.

6. Acknowledgement and response

We will acknowledge receipt of your request to exercise your rights promptly and will provide our response to your request without undue delay. We will respond within one month where it is possible to do so. Where it is not possible to respond on this timescale we will notify you of this, together with the reasons for the delay.

7. To report a concern

Under Article 77 you have the right to complain to the Supervisory Authority (the Information Commissioner's Office in the United Kingdom) where you believe there has been an infringement of the GDPR. via:

- <https://ico.org.uk/concerns/> or
- by calling 0303 123 1113.

8. Review and approval

This policy and all related policies and procedures will be:

- reviewed by the DPO on an annual basis; and
- approved by the Chief Executive Officer whenever a material change has been made in order to comply with our Governance Manual.