

RMB Automotive

GDPR Personal Data Rectification Policy

Last updated 30/04/2018

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Summary

The GDPR gives individuals the right to have Personal Data rectified. Personal Data can be rectified if it is inaccurate or incomplete.

When should Personal Data be rectified?

Individuals are entitled to have Personal Data rectified if it is inaccurate or incomplete. If RMB Automotive has disclosed the Personal Data to others, we must contact each recipient and inform them of the rectification – unless this proves impossible or involves disproportionate effort. If asked to, we must also inform the individuals about these recipients.

How long do we have to comply with a request for rectification?

We must respond within one month. This can be extended to two months where the request for rectification is complex. Where we are not taking action in response to a request for rectification, we must explain why to the individual, informing them of their right to complain to the supervisory authority and to judicial remedy.

Right of Access

All Data Subjects have the “Right of Access”, the Subject Access Request is the formal process for a Data Subject requesting “Right of Access” to the PII (Personally Identifiable Information) held about them. The Data Subject may respond with a “Corrective Action Request” based on their GDPR Rights. It is important to process these requests correctly, accurately and in a timely fashion.

Rights

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If the Data Subject requests rectification, erasure, restricted processing, data portability, objection or the right restrict/stop automated decision making and profiling. Ensure the corrections are made in a timely fashion and a record of the action taken for future reference.

GDPR rules require that proof be demonstrated that the action has taken place as requested, this can be problematic if not documented correctly. Remember to provide proof of any amendments with the response when you send it.

Make sure the Data Management team is kept informed at all stages and is kept up to date throughout the whole process; they will be able to advise and assist if required.

The Data Management Team should be contacted at GDPR@rmbauto.co.uk with all requests.

Version History

01 – Personal Data Rectification Policy 30/04/2018 – initial document approved by Chris Jennings

