

YOUR RIGHTS UNDER THE GENERAL DATA PROTECTION REGULATION (GDPR)



Individuals have the right to control their personal data—how it's collected, used, shared, and kept safe—under the UK General Data Protection Regulation (GDPR). These rights include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights related to automated decision-making including profiling

The right to be informed

Individuals have the right to be informed about the collection and use of their personal data. The RCM has a suite of Privacy Statements that explain how each department handles, processes and retains personal data. They can be accessed in the [Data, Privacy and Freedom of Information](#) section of our website, and are reviewed on a regular basis.

The right of access

Individuals have the right to access and receive a copy of their personal data, and other supplementary information. This is commonly referred to as a subject access request or 'SAR'. The information will be provided free of charge and within one month of the RCM receiving a SAR from any individual. If the request for information is manifestly unfounded or repetitive, the RCM may decline to provide the information or to levy a fee for the provision of the information. The fee will be calculated by determining the administrative cost of providing the information. Where requests are complex or numerous the RCM will reserve the right to extend the period of compliance by a further two months, and the RCM will explain to the requestor why the extension is necessary.

How to submit a Subject Access Request (SAR)

The RCM is required to verify the identity of a person making a Subject Access Request, and has devised a short form in support of a SAR. The form can be found [here](#). In order for the RCM to locate your data it will be helpful if you can provide as much information as possible about the nature of your request.

The right to rectification

The UK GDPR includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete.

The right to erasure

The UK GDPR includes a right for individuals to have personal data erased, also known as 'the right to be forgotten'. The right is not absolute and only applies in certain circumstances. The circumstances under which individuals have a right to erasure include:

- Where personal data is no longer necessary for the purposes for which it was originally supplied
- Where the individual withdraws consent, consent having been the legal basis on which the personal data was provided
- Where individuals object to their data being processed and there is no overriding legitimate reason to continue processing
- Where personal data was processed unlawfully
- Where personal data has to be erased in order to comply with a legal requirement

The RCM will decline a request for erasure if it believes any of the following would be compromised:

- The right to freedom of expression and/or information
- The requirement to comply with a legal obligation for the performance of a public interest task or the exercise of official authority
- The archiving of data in the public interest or for statistical purposes
- The defence or exercise of a legal claim

The right to restrict processing and the right to object

Individuals have the right to request the restriction or suppression of their personal data, or to object to the processing of their personal data. These are not absolute rights and only apply in certain circumstances.

The RCM is required to restrict processing of personal data in the following circumstances:

- In cases where the data subject contests the accuracy of personal data, processing will be restricted whilst the veracity of the data is verified
- In cases where the data subject objects to the processing which was necessary for the performance of a public interest task or for other legitimate tasks, processing will be restricted whilst the RCM considers whether its legitimate grounds override those of the individuals
- Where processing is unlawful and the data subject has requested restriction instead of erasure
- The data subject requests the data in pursuance of a legal claim but the RCM no longer requires the data

The RCM will notify the data subject when a restriction on data processing has been lifted.

The right to data portability

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability. Doing this enables individuals to take advantage of applications and services that can use this data to find them a better deal or help them understand their spending habits.

If you wish to exercise this right please contact the RCM in order to discuss your needs. Data will normally be provided in a CSV file and if you require your personal data to be transmitted to another service provider you will need to provide the appropriate technical data structure of the receiving organisation.

Rights related to automated decision-making including profiling

The UK GDPR has provisions on:

- automated individual decision-making (making a decision solely by automated means without any human involvement); and
- profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

The RCM does not currently employ automated decision-making or profiling when processing data.

Queries about your data

For any queries on how the RCM handles your data, please [contact the Data Protection Officer by email](#) in the first instance.

Data Protection Officer

Sharon Moloney
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Policy reviewed by

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