

### **NHW Coordinator - Individual's Rights**

The following is a list of individual's rights with respect to their personal data and an explanation for each of how this relates to NHW coordinators:

- The right to be informed (that we have collected their data elsewhere);
  - N/A – we only collect data directly from individuals themselves.
- The right of access; - the right to obtain:
  - Confirmation that their data is being processed (we only use it to send them NHW information).
  - Access to their personal data (we can email it back to them).
  - Other supplementary information (we don't collect or hold any).
- The right to rectification;
  - NHW needs accurate personal data to operate, so corrections to personal data are welcomed and encouraged.
  - we then need to ensure transfer of corrected data to Elmbridge Police in a reasonable timescale (1 month from request).
- The right to erasure;
  - A request by an individual to delete their personal data must be complied with, which will result in them ceasing to be a coordinator and member.
  - If the individual still lives in or is moving within Elmbridge, we may offer to retain their data as a member.
- The right to restrict processing;
  - Individuals have a right to block or suppress processing, so we may store but not process. (This effectively means it serves no purpose, as our only process is to send them NHW information, so we would inform them that we will delete their personal information, which will result in them ceasing to be a coordinator).
  - If the individual still lives in or is moving within Elmbridge, we may offer to retain their data as a member.
- The right to data portability;
  - N/A – only relevant where processing is automated.
- The right to object;
  - For the limited use we make of individual's personal data this right is effectively identical to the right to restrict processing (see above).
- The right not to be subject to automated decision-making including profiling.
  - N/A – there are no automated decision making or profiling processes.