The University recognises and respects individual rights under the General Data Protection Regulation (GDPR). The notes below set out our understanding of those rights and provide some guidance on how they might be applied to personal data processed by the University.

If you wish to ask any questions or to engage with the University concerning our processing of personal data please email dataprotection@dundee.ac.uk.

**The right to be informed**

We publish information on our activities and a series of privacy notices online at [www.dundee.ac.uk/information-governance/dataprotection](http://www.dundee.ac.uk/information-governance/dataprotection). You will also find additional privacy notices for specific services or activities on the websites of Schools or Services. Where you engage with the University, for example as a research participant, we will also provide you with information on the personal data we are processing and why.

**The right of access to personal data**

If you require confirmation that your personal data is being processed, the reasons why and/or access to your personal data please contact the School or Service likely to have the data in which you are interested. If you are unsure of who to contact, please email dataprotection@dundee.ac.uk.

If you are a student at the University, you can access information about yourself and your academic results via eVision - [www.dundee.ac.uk/students/](http://www.dundee.ac.uk/students/).

**The right to rectification**

If you feel that data held about you is inaccurate or incomplete, please contact the appropriate School or Service and ask them to update it. If you are unsure of who to contact, please email dataprotection@dundee.ac.uk.

**The right to erasure**

If you would like to ask the University to erase some of the data it holds about you, please email dataprotection@dundee.ac.uk. The University will consider your request appropriately.
Please note that this is a limited right and there will be circumstances where the University is not able to erase data. However, should we be unable to erase your data we will endeavour to explain our reasoning to you as far as we are able.

**The right to restrict processing of personal data**

In certain circumstances the University may restrict (ie limit) the processing of your personal information. If you would like to request that processing is restricted or discuss a restriction please email dataprotection@dundee.ac.uk.

**The right to data portability**

In certain circumstances personal data you have provided to the University may be returned to you in a machine-readable format so that it can be used elsewhere. If you would like to discuss whether data might be portable or make such a request, please email dataprotection@dundee.ac.uk.

**The right to object**

If you wish to object to the processing of your personal please email dataprotection@dundee.ac.uk. As with other rights under GDPR, there are limits to the application of this right, but we are happy to discuss your request and explain our decisions.

**Rights concerning automated decision making and profiling**

Should the University engage in automated decision making or automated profiling it will communicate that activity through privacy notices. If you wish to ask any questions about an activity or challenge decisions made on the basis of automated decision making or profiling, please contact the relevant School or Service in the first instance. You may also contact dataprotection@dundee.ac.uk.