**OBJECTIVES**

The GDPR aims to:

* remove the existing asymmetry in the different regimes for data protection;
* assure that the access to data is limited and that it is only used or consulted for specific purposes;
* ensure confidentiality, integrity, availability and safety of all personal data.

**SCOPE**

Strategic and Operational Planning / Communication and Image Services/ Informatics and Communications Services.

**PROCEDURE**

**Data Consent**

The purpose of the data usage must be clearly defined. This has to be free, specific, informed and explicit. Data can be revoked at any time.

**Rights of the data subject**

Right to erasure (‘right to be forgotten’) [the data subject shall have the right to request the deletion of his or her personal information];

Right to data portability (the data subject shall have the right to have the personal data transmitted directly from one controller to another);

Right of access by the data subject (the data subject shall have the right to access and dictate his or her data).

**Data protection Controller**

[The SCHOOL] has defined that the data controller is represented by the below collaborators:

[Name] – [Function];

[Name] – [Function];

**Personal data breach**

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the National Data Protection Commission (NDPC).

**Access to data**

Access to data is provided according to the functions each team member plays in the institution. [Matrix X] lists which type of data is accessed by which functions.

**Data storage**

Data storage duration may vary according to its purpose and in accordance with applicable legal obligations. [Matrix Y] lists the data storage duration per type of data.