

Your rights to your personal information and rectification

Data Protection laws, including the GDPR gives you the right to access your personal information, subject to certain exemptions.

To request access to your personal information, please contact using the contact details provided.

For any information request, please also include a completed **Request for Access Form** at:
<http://smartfuse.s3.amazonaws.com/4a303ebd56daa8dd74bcfa44797838e2/uploads/2018/06/REQUEST-FOR-ACCESS-TO-PERSONAL-INFORMATION-FORM.pdf>

There will be no fee for any request we receive, however, we may require identification to verify your identity, please view our **ID Checklist** at:

<http://smartfuse.s3.amazonaws.com/4a303ebd56daa8dd74bcfa44797838e2/uploads/2018/06/ID-CHECKLIST-FORM.pdf>

We will respond to you within 1 month from the date of receiving your query. If your request is more complex in nature, we may extend our response by a further 2 months, but will keep you informed.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purposes of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Any concerns should be raised with the Foundations DPO.

While we are mindful that the GDPR has introduced a new best practice recommendation that, where possible, organisations should provide remote access to a secure self-service system, which would provide you with direct access to your personal information. Unfortunately, due to the nature of the varied information we hold across our services at this time we are unable to offer this service.