



Data Protection Act 1998 and the Right to Prevent Processing

Policy Owner	Finance Director (University Secretary) and Deputy Chief Executive
Date created	2013
Due for review	2016
Approval route	Manager, Secretariat



Data Protection Act 1998 and the Right to Prevent Processing

The Data Protection Act 1998 (DPA), gives individuals the right to give notice to the University to cease processing their personal data.

Preventing the Processing of Information

Section 10 of the DPA gives individuals the right to send a notice to LJMU requiring the University, within a reasonable time, to stop processing their personal data. This is called a 'data subject notice'.

The notice must be in writing and dated and must make clear the following;

- The identity of the individual and the personal data to which they refer.
- The nature of the processing and whether they object to its processing for a specified purpose or in a specified manner.
- When the individual requires LJMU to cease processing their personal data, or whether the request is for LJMU not to begin processing their personal data. This does not have to be immediate but at the end of a period which is considered reasonable, taking into account all circumstances.
- That the processing of personal information for that purpose, is causing or is likely to cause the individual or another person substantial damage or distress which is unwarranted.
- The reason why the individual believes that the processing is causing or is likely to cause substantial unwarranted damage and/or distress.

The notice may be transmitted by electronic means, provided the individual and the personal data can be clearly identified.

The University has 21 days to respond in writing, either stating it has complied or intends to comply with the notice, or by stating it will not comply and the reasons why.

If you receive a "data subject notice" under Section 10 of the DPA, please contact the University's Data Protection Officer on 0151 231 3116 or e-mail D.Tipping@ljmu.ac.uk.

Change	Author	Date	Review	Route