

SFC Privacy Notice – Data Subject Rights

10. Data Subject Rights

Individuals have right under data protection law which serve as checks and balances on data processing in accordance with the law. This section covers:

- The right to complain
- The right to access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object

10.1. Right to Complain

If you believe that SFC has handled your personal data in a way that is not consistent with data protection law, you have the right to complain to the Information Commissioner's Office (ICO).

You can report your concern on the ICO's [website](#) or by calling their office on 0303 123 1113.

10.2. Right to Access

Data Subjects have a right to have access to the personal data which we hold about them (subject to certain limitations).

If you would like a copy of your information, you can submit a request to SFC by contacting us using the details at the end of this notice.

We are obliged to respond to any such request within a calendar month of receipt. If the request is complex we can extend this by a further two months. We will only extend the deadline if necessary and in line with the law. If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.

We will inform the applicant in writing following receipt of your request and if necessary, seek additional information about them and their request in order to help us locate the information.

10.3. Right to rectification of personal data

Individuals have a right to have your personal data rectified if it is inaccurate or incomplete.

We are obliged to comply with any such request within one month of receipt. This may be extended two months where the rectification request is complex.

10.4. Right to erasure

Individuals have a right to request the deletion or removal of their personal data where there is no compelling reason for its continued processing.

The right to make such a request will arise in specific circumstances for example, where data is no longer necessary for the purpose for which it was collected or where consent is withdrawn and consent is the sole basis on which data is processed.

10.5. Right to restrict processing

Individuals have a right to block or suppress the processing of personal data in certain circumstances.

If, for example, the accuracy of the personal data SFC processes; that processing may be restricted until the accuracy of the personal data has been verified. This will also apply if the processing of the data is unlawful.

10.6. Right to object

Individuals have the right to object to processing of their personal data if it is based on the performance of a public task or for research purposes.

To exercise this right, please submit a written request outlining your grounds of objection. We will then consider this request in accordance with our obligations under data protection law.