

Last Updated: 21<sup>st</sup> May 2018

## DATA SUBJECT RIGHTS REQUESTS PRIVACY NOTICE

**The purpose of RBH processing your information is:** to verify your identity to be able to respond to your Data Subject Rights Request.

**Our legal basis for doing this is:** that it is necessary for compliance with a legal obligation.

**You are required to provide us with this information by:** Data Protection Legislation.

**All processing of your personal information will remain with in the UK.**

**Your personal information will then be kept on our records:** for 6 years from completion of the Data Subject Rights Request.

You have a number of rights which we have to respect. One of these is a right to see all your personal information that RBH processes. For more information on your rights, and for further information on how RBH protects your personal information please see the [RBH Privacy Statement](#).

If you are unhappy with how RBH processes personal information you may complain to the UK's regulator, the Information Commissioner's Office (ICO). <https://ico.org.uk/concerns/>.

RBH employs a Data Protection Officer (DPO) to ensure RBH protects your rights when processing your personal information. The DPO can be contacted in the following ways:

**Email:** [DPO@rbh.org.uk](mailto:DPO@rbh.org.uk)

**Telephone:** 0800 027 7769 (and ask to speak with the DPO)

**By letter:** DPO, RBH, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY.