# UK GDPR  Individual Rights: The right to be informed

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement of the GDPR. You must provide individuals with information including:

* the purpose(s) for processing their personal data;
* the retention period(s) for that personal data; and
* who you will share their data with.

This is called ‘privacy information’ and should be provided to individuals at the time you collect their personal data from them. The information provided must be concise, transparent, intelligible, easily accessible, and it must in clear and plain language.

If personal data is obtained from other sources, you must provide individuals with privacy information within a reasonable period of obtaining the data and no later than one month.

There are a few circumstances when you do not need to provide people with privacy information, such as if an individual already has the information or if it would involve a disproportionate effort to provide it to them.

### **When should we provide privacy information?**

When you collect personal data from the individual it relates to, you must provide them with privacy information at the time you obtain their data.

When you obtain personal data from a source other than the individual it relates to, you must provide the individual with privacy information:

* within a reasonable period of obtaining the personal data and no later than one month;
* if you use the data to communicate with the individual, at the latest, when the first communication takes place; or
* if you envisage disclosure to someone else, at the latest, when you disclose the data.

The College meets this requirement by publishing the information on the College website (privacy notices), but you must make individuals aware of it and give them an easy way to access it.

Privacy notices will be reviewed every 3 years and updated where necessary. You must bring any new uses of an individual’s personal data to their attention before you start the processing.

**Further information**

Refer to the ICO website for more detailed guidance: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/