? FACTsheet
Your Questions Answered

What is the General Data Protection Regulation (GDPR) law?

This is a law for all companies, organisations and self-employed people who keep and use personal information (data) collected from you including information collected from their websites you visit.

How does this law help me?

This law helps you because it gives you control over how companies use your personal details. Companies cannot collect and use your personal information without your permission.

How do I control my personal information (data)?

Advertising emails from companies

You will notice that sometimes you will receive emails from different companies who send you information about their services or products, this is because in the past you have agreed to receive these emails by either ticking a box, giving them permission, or you have subscribed, which means you have asked to be added to their mailing list.

If you do not want to continue to receive this information you can 'unsubscribe' this means you are telling the company that you do not want to receive any more emails from them.

You must click on **unsubscribe** (this should be somewhere in the email) You have the control to make these decisions.

When you visit websites you will normally see a message box telling you about their 'cookie settings'. This means you can decide what information they are

allowed to collect when you are using their website.

Cookies are small text files stored on the computer to collect information like:

• things you are interested in, from your information they can then send you adverts that matches topics you look at
• remembers information like your login, this means you do not have to type it again next time you visit their website
• recognise the device you are using (like your mobile phone or computer)

You can click to accept 'all' cookie settings or you can decide what information they are allowed to collect from you.

Companies and organisations

If any company or organisation keeps your personal information, you have a right to ask them for a copy of your information.

Personal data could be your name, home address, email address, phone number, and bank details. Photos and social media posts are also called personal data.

Doctors & hospitals will hold information on your medical history this is also your personal data.

Personal data is used to help companies and organisation to process your requests. For example you may wish to order a product from a company, they will use your information to process your order. There are many reasons why your information is kept and used to process. For example, to provide you with products or services.

Can my personal information be used and shared without my permission?

Companies and organisations can only use your information with your permission. For example, if you are using their services, or if you have ask to be put on a mailing list, placed an order or other similar requests.

If you are signing a consent (agreement) form, the organisation or company should give you options that gives you a list of things you can give consent to. This means you are in charge of what permissions you give.

But in some **special** situations information can be used and shared without your permission, a good example would be for legal reasons like a request from the police or if someone's life is at risk, information may be shared with the authorities.

Meanings to some common GDPR words

We have listed below some words you may see in the GDPR and its meanings to help you.

Cookies are small text files stored on your computer that holds information that connects you to the website you visit. So when you visit a website it can save the log in details so that you don't have to type it again.

Consent is when you give permission.

A **Data Subject** is a person (like you and me). It is your information that is processed by the company or organisation.

A **Data Controller** is the company or organisation that is collecting information from you or me.

Personal data is your information like your name, home address, email address etc..

Privacy Policy this is a statement the company or organisation makes for you to read. It tells you about the company's policy on collecting and using your personal information. All privacy policies should be made using the rules in the GDPR. You will normally find any company or organisation's Privacy Policy on their website.

Processing this is when your information is being used to do something. For example on a website you visit it will collect information, or if you order something from a company, the company uses your information to process your request.

Profiling this is where information collected about you to help understand what your interests are. For example when you visit a website, cookies can collect information on what topics you are interested in, they can use this information to send adverts that you might be interested in. Or if it knows what age group you are in, it can send you information for that age group.

Where can I find out more information about the GDPR?

This FACTsheet gives you a brief look at the GDPR, it does not give you the full information.
You can find out more information about the GDPR on the ICO website:

https://ico.org.uk/for-organisations/guide-to-data-protection/

We hope this information has helped you. If you need any more help or you have any questions please contact us. Our contact details are at the end of this FACTsheet. We also have a website:

www.ideaflife.weebly.com

You will find details on our services and our range of FACTsheets providing you with a range of information to help.

If you are deaf or hard of hearing and you need advice or help with communication please contact us.

iDeaf - London Deaf Information Service bringing a change to the lives of deaf and hard of hearing people.

Address: 218 Tollgate Road, Beckton, London, E6 5YA

Email: ask.ideaf@gmail.com

Website: ideaflife.weebly.com