

UPDATE MY PRIVACY SETTINGS

Personal data rights request & withdrawal of consent (GDPR)

In accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the ISR Privacy Policy, students, parents, legal guardians, employees and other data subjects may exercise their rights regarding the processing of personal data. This form may be used to request access to personal data, rectification, erasure, restriction of processing, data portability, to object to processing, or to withdraw previously given consent. The ISR will review all requests and respond within the timeframes established by applicable data protection legislation.

Data Subject Information

Full Name: _____

Personal Identification Number (if required for identification):

Email Address: _____

Phone Number: _____

Relationship with the School:

☐ Student

☐ Parent / Legal Guardian

☐ Alumni

☐ Employee

☐ Other: _____

If this request is submitted on behalf of another person:

Name of the Person Represented: _____

Basis of Representation: _____

Type of Request

Please select one or more rights you wish to exercise.

☐ Right to Confirmation

Please confirm whether the School is processing my personal data or the personal data of the student I represent.

☐ Right of Access

Please provide information regarding:

☐ the purposes of the processing

☐ the categories of personal data concerned

☐ the recipients or categories of recipients to whom the personal data have been or will be disclosed

☐ the envisaged retention period or the criteria used to determine that period

- ☐ the source of the personal data (where the data were not collected directly from me)
- ☐ the existence of automated decision-making, including profiling
- ☐ transfers of personal data to third countries or international organisations
- ☐ a copy of my personal data / the student's personal data

Additional details:

☐ **Right to Rectification**

Please rectify the following inaccurate or incomplete personal data:

Current Information:

Correct Information:

☐ **Right to Erasure ("Right to be Forgotten")**

Please erase the following personal data:

Reason for the request:

- ☐ The personal data are no longer necessary for the purposes for which they were collected.
- ☐ I withdraw my consent and there is no other legal basis for processing.
- ☐ I object to the processing.
- ☐ The personal data have been processed unlawfully.
- ☐ Other:

☐ **Right to Restriction of Processing**

Please restrict the processing of the following personal data:

Reason for the request:

- ☐ The accuracy of the personal data is contested.
- ☐ The processing is unlawful, and I oppose erasure.
- ☐ The data are required for the establishment, exercise, or defence of legal claims.

☐ I have objected to the processing pending verification of overriding legitimate grounds.

☐ Other:

☐ **Right to Data Portability**

Please provide my personal data / the student's personal data in a structured, commonly used, and machine-readable format.

☐ Send the data to me.

☐ Transfer the data directly to another controller.

Details of the recipient controller (if applicable):

☐ **Right to Object**

I object to the processing of the following personal data:

Reason for the objection:

☐ **Right to Withdraw Consent**

I hereby withdraw my previously provided consent to the following processing activities:

☐ Receipt of newsletters and marketing communications

☐ Publication of the photographs and/or videos on the School's website and newsletters

☐ Publication of the photographs and/or videos on the School's social media platforms (Instagram, Facebook, LinkedIn)

☐ Publication of the photographs and/or videos in printed materials (brochures, posters, press)

☐ Publication of the photographs and/or videos in marketing campaigns

☐ Publication of the photographs and/or videos in Media coverage of events

☐ Publication of photographs to appear in the ISR Yearbook

☐ Publication of first name alongside their photo where appropriate (e.g. awards, recognitions)

☐ Other:

Public Events and Mass Photography Disclaimer

International School of Riga holds public events, assemblies, performances, and sports activities where photography and video recording is conducted to capture the school atmosphere. It is not feasible to guarantee that your child will not appear in wide-angle or crowd shots

These materials may be used for ISR's communications and marketing as part of ISR legitimate interest.

I acknowledge that the withdrawal of consent does not affect the lawfulness of any processing carried out prior to the withdrawal.

Additional Information

Declaration

I confirm that the information provided in this request is accurate and complete to the best of my knowledge.

The School will respond to this request without undue delay and no later than one month from receipt of the request. Where necessary, the School may request additional information to verify the identity of the requester.

Date: _____**Full Name:** _____**Signature (if submitted in paper format):** _____**Email Address for Response:** _____