

**Kern Community College District
Administrative Procedure
Chapter 3 – General Institution**

AP 3800 Personal Data Protection

References:

Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation (GDPR))

Note: This procedure is **legally advised**.

- Lawful basis for processing personal data (GDPR Article 6)
- Conditions for consent and withdrawal of consent (GDPR Article 7)
- Information to be provided where personal data are collected from the data subject (GDPR Article 13)
- Right of access by the data subject (GDPR Article 15)
- Right to recertification of inaccurate personal data (GDPR Article 16)
- Right to erasure/right to be forgotten (GDPR Article 17)
- Right to restrict processing (GDPR Article 18)
- Notification procedure regarding rectification or erasure of personal data or restriction of processing (GDPR Article 19)
- Right to data portability (GDPR Article 20)
- Right to object to processing (GDPR Articles 21 and 22)
- Technical and organizational measures to ensure processing is performed in compliance with the GDPR (GDPR Articles 24 and 25)
- Where processing is performed by a third-party, the guarantees required of third-party processors to comply with GDPR (GDPR Article 28)
- Requirement that the processing of personal data may only occur under the instruction of the controller (GDPR Article 29)
- Recordkeeping of processing activity (GDPR Article 30)
- Notification procedures for a data breach (GDPR Articles 33 and 34)
- Designation and responsibilities of a data protection officer (GDPR Articles 37, 38 and 39)