

# User Rights and Consent Management

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## 1. Purpose

This document outlines the rights of users regarding their personal data and the process of obtaining, recording, and managing their consent in accordance with applicable data protection laws and regulations.

## 2. User Rights

- **Right to Access:** Users can request access to their personal data at any time.
- **Right to Rectification:** Users may request corrections to inaccurate or incomplete data.
- **Right to Erasure:** Users have the right to request deletion of their data ("right to be forgotten").
- **Right to Restrict Processing:** Users can request the limitation of the processing of their personal data.
- **Right to Data Portability:** Users may request their data be provided in a structured, commonly used electronic format.
- **Right to Object:** Users can object to the processing of their personal data for certain purposes.
- **Right to Withdraw Consent:** Where processing is based on consent, users have the right to withdraw it at any time.

## 3. Consent Management

1. **Collection of Consent:** Consent must be freely given, specific, informed, and unambiguous. A clear request for consent is presented to users before processing their data.
2. **Recording Consent:** All user consents are securely recorded and timestamped, with records maintained for reference and compliance.
3. **Managing and Updating Preferences:** Users can review and change their consent choices at any time via their account settings or by contacting the organization.
4. **Withdrawal of Consent:** Users can withdraw consent as easily as it was given, and all data processing based on previous consent will cease accordingly.

## 4. Contact Information

For any inquiries or requests related to user rights and consent, please contact:

Data Protection Officer

Email: