

DATA SUBJECT RIGHTS FORM

The following information is requested to help us give a timely and accurate response to your enquiry. Please complete the form below and return via email to infocompliance@warwick.ac.uk or send it to Information and Data Compliance, University House, the University of Warwick, Coventry CV4 8UW, UK.

PART A - Please enter your details in block capitals:

Surname:	Mr / Mrs / Miss / Ms / Dr / Prof
Forename(s):	University Card No (if applicable):
E-mail address:	Telephone No:

Relationship to the University: Student / Member of Staff / Graduate / Other

Please include photocopies of two forms of identification documentation, such as a birth certificate, passport, driving license or other ID card, along with this request. Failure to provide photocopies of such documentation may delay the progress of your request, as the University will not release personal data to you unless we are fully satisfied as to your identity.

PART B - Please tick which data right(s) you want to exercise:

- Right to be informed
- Right of access (Subject access requests)
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object to the use of your data
- Rights about automated decision making and profiling

REQUEST:

Please provide below a clear description of the right you wish to exercise. For example, if you wish to request access to data held about you please include, where possible, dates, departments, individuals and/or any additional information which will enable us to execute your request in a timely manner.

PART B Declaration - I am the data subject named in Part A of this document and hereby request, under the provisions of the GDPR (General Data Protection Regulation) 2016 and the Data Protection Act 2018, that the University of Warwick undertakes my request as outline above, of which I am a subject.

Signed:

Date:

If you are **unable** to provide your physical signature above then you may tick the box below and on the basis that you accept by ticking the box that you are providing your consent to the University of Warwick to store and process the information you provide within this form, including all personal information, for the purposes set out above. (Without your express permission we cannot process your request.)

Information and Data Compliance Team
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Coventry CV4 8UW UK
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