

## DATA SUBJECT RIGHTS FORM

The following information is requested to help us give a timely and accurate response to your enquiry. Please complete and return this form via email to [infocompliance@warwick.ac.uk](mailto:infocompliance@warwick.ac.uk) or send it to Legal and Compliance Services, University House, University of Warwick, Coventry, CV4 8UW, UK – **please be aware that due to coronavirus (COVID-19) staff are currently working from home and therefore, will not be able to process any requests received via post at this time.**

**Please enter your details in block capitals:**

Surname:	Title:
Forename(s):	University Card No:
E-mail address:	Telephone No:

Relationship to the University: Student / Member of Staff / Graduate / Other (please specify):

University Department(s):

Please ensure you include one form of identification - such as a copy of your passport, driving license or other internationally recognised ID card. The University will not release personal data to you unless fully satisfied as to your identity.

**Please tick which data right(s) you want to exercise:**

<input type="checkbox"/> Right to be informed	<input type="checkbox"/> Right of access (Subject access requests)
<input type="checkbox"/> Right to rectification	<input type="checkbox"/> Right to erasure
<input type="checkbox"/> Right to restrict processing	<input type="checkbox"/> Right to data portability
<input type="checkbox"/> Right to object to the use of your data	<input type="checkbox"/> Right about automated decision making and profiling

**Please specify below which departments may hold your information:**

<input type="checkbox"/> Warwick Accommodation	<input type="checkbox"/> Central Student / Staff File
<input type="checkbox"/> Warwick Sport	<input type="checkbox"/> Departmental Student / Staff File
<input type="checkbox"/> Warwick Library	<input type="checkbox"/> Student Admissions
<input type="checkbox"/> Warwick Conferences	<input type="checkbox"/> Student Finance
<input type="checkbox"/> Campus Security	<input type="checkbox"/> Student Discipline and Resolution
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Wellbeing Support Services
<input type="checkbox"/> Occupational Health	<input type="checkbox"/> Exams Office
<input type="checkbox"/> Legal and Compliance Services	<input type="checkbox"/> Unitemps Employment Agency
<input type="checkbox"/> Student Complaints & Academic Casework Team	<input type="checkbox"/> Other, please provide details below

**Please specify how you would like to receive the University's response to your request:**

Via Email to address listed above       By collection in person at University House

*Please be aware that separate arrangements will need to be arranged should you wish to collect the University's response to your data subject rights request in person, as it will be by appointment only.*

Please provide below a clear description of the right you wish to exercise and include any relevant information that will help us to facilitate your request. To note that should you not provide sufficient details to either identify or locate the personal data that you require then the University will contact you for further information/to seek clarification. For any additional guidance on how to make a request or to find out more about your personal data rights, please see details provided on the University's website [here](#).

**Consent:** If relevant, I explicitly consent to the sharing of health data, held by Occupational Health and/or Wellbeing Support Services with Legal and Compliance Services in order to process this request.

**Declaration:** I confirm that I am the data subject submitting a request under the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018. I understand and consent to the University of Warwick processing my personal data in order to facilitate my request as outlined above.

**Signed:**

**Date:**

If you are **unable** to provide a physical signature, then please tick the box below. By ticking the box, 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