



Data Subject Request Form (Including Subject Access Request)

This form should be used to submit a data subject request under the provisions of the General Data Protection Regulation (GDPR).

Submitter Details

Name:	
Address: (including email if applicable)	
Staff/Student Number: (or Other Unique Identifier)	
Relevant Dates: (Study/Employment etc.)	
Relevant Departments: (Study/Employment etc.)	
2 Forms of ID Provided: <ul style="list-style-type: none">▪ 1 proof of identification i.e. Driver's Licence or Passport▪ 1 proof of address i.e. Recent Utility Bill (only required if request is not received via an @exeter.ac.uk account)	

Type of Request

Please select the type of request you are making:

(Select one only, if you wish to make multiple requests, please submit as a separate form, this will ensure appropriate processing of your request):

- Consent withdrawal*
- Access request*
- Rectification of personal data*
- Erasure of personal data*
- Restriction of processing of personal data*
- Personal data portability request*
- Objection to processing of personal data*
- Request regarding automated decision making and profiling*

Personal data involved:

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Request details: Provide as much description as possible (Course taken, staff/departments that may hold your personal data). Without further details provided, a reasonable search will be made based on the information provided.

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Request reason/justification:

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Signature:	
Date:	

Once completed, this form should be submitted via email to dataprotection@exeter.ac.uk or posted to:

The Information Governance Team

University of Exeter, Lafrowda House, St Germans Road, Exeter, EX4 6TL.

The data you provide in this form is collected so that you are able to exercise your lawful data subject rights under the GDPR. We will be required to share the data with the relevant departments/employees who may hold your personal data to enable us to respond to your request.

Once a request has been completed, the relevant data will be held by the Information Governance Team for three years in line with ICO guidance, this is to ensure the University has fully carried out its requirements under the legislation.

For further information on how we process your personal data, please see: <http://www.exeter.ac.uk/dataprotection/>