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| A picture containing background pattern  Description automatically generated |
| **Subject Access Request and Data Subject Rights Form**  You do not have to complete this form to exercise your rights and can send you request with as much detail as possible by email to: [gdpr@cumbria.ac.uk](mailto:gdpr@cumbria.ac.uk).  The details you provide on this form or in your email will be used respond to your request.  We will acknowledge receipt and respond within 1 month but may need to extend the response time for up to an additional 2 months if your request is complex or you are requesting a large amount of personal data.   1. **Nature of your request (please tick)**   Subject Access Request - For a copy of personal data we hold about you  Erasure of your personal data  Rectification - To correct incomplete or incorrect data about you  Object to processing - To consider your objections to processing your data  Restrict processing - To consider your restriction to processing your data  Withdraw consent   1. **The person that the request relates to – Data Subject**   **Your relationship with the University of Cumbria– (please tick)**  Student  Prospective Student  Former Student  Employee  Prospective Employee  Former Employee  Other- Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Your details (please complete)**  Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Previous name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **Complete this section if you are applying on behalf of the Data Subject**   Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to the Data Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please include letter authorising you to act on behalf of the data subject.*   1. **Request Details**   **Please provide details of either specific or general information you would like and where it could be held.**  If you would like specific information about, for example, CCTV footage, a particular assessment report, a specific departmental file etc, please describe it in as much detail as possible, providing information that will help us identify it including dates and time location e.g., for CCTV footage:  Please indicate which Institute or Professional service you believe hold information relevant to your request.   1. **Proof of identity**   Please provide photographic proof of identity to support your request.  This is not required if you are a current student or member of staff, and you are using your University of Cumbria email to submit your request. This does not mean that we will not subsequently ask you for photographic proof of identity.   1. **Submitting your request**   Submit your request by email to [gdpr@cumbria.ac.uk](mailto:gdpr@cumbria.ac.uk) |