**Data subject submitting request**

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| --- | --- |
| Name | Personal identity code |
| Address | Telephone number |
| Email address, if you wish to be contacted by email |

|  |
| --- |
| **I wish to review the personal data concerning me which has been recorded for the following purpose(s):** |
| [ ] Current degree student [ ] Former degree student |
| [ ] Current member of staff [ ] Former member of staff |
| [ ] Current participant in further education or Open University instruction |
| [ ]  Former participant in further education or Open University instruction |
| [ ] Current exchange student [ ] Former exchange student |
| [ ] Current user of library services [ ] Former user of library services |
| [ ] Participant in conference or other event |
| [ ] Other purpose, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| [ ] I wish to review the following specific personal data concerning me: |

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| --- | --- |
| [ ] I would prefer to review the data concerning me on the controller’s premises. | [ ]  I would prefer to receive a hard copy of the data concerning me. |
| [ ] I would prefer to receive the data concerning me in the form of an electronic printout.  | [ ] I would prefer to receive the data concerning me in a commonly used transmittable electronic format. |

**Date, signature and printed name of data subject**

|  |  |
| --- | --- |
| **Date** | **Signature and printed name**  |

**Actions taken by controller**

[ ] The data subject’s personal data are no longer being processed and have already been erased.

[ ] The data requested by the data subject have been delivered to him/her in the manner requested (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] The data subject has been given an opportunity to review the data concerning him/her (date): \_\_\_\_\_\_\_\_\_\_\_\_

[ ] The right to review the data requested has been refused either wholly or in part, and the grounds for the refusal have been sent to the data subject (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date, signature, printed name and position of person releasing the data**

|  |  |
| --- | --- |
| **Date** | **Signature, printed name and position** |