**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 | |

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| **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**

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| --- | --- |
| **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** |