# Privacy Rights Requests

On this form:

‘*Data Subject’* means a living person who the data is about

‘*Representative*’ means someone acting on behalf of a Data Subject

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| **Section 1** – Who is the Data Subject? |

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| Full Name: |  |
| Contact Number: |  |
| Email Address: |  |
| Date of Birth: |  |
| Other names known by: |  |
| Student Identification Number: |  |
| Postal Address: |  |

If you are **NOT** the Data Subject and you are ‘Representing’ them, please fill in this section also:

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| The Data Subject is my child |[ ]  I enclose proof of parental responsibility |
| The child is between the ages of 16-18 |[ ]  I enclose consent to share from the child |
| **OR** |  |  |
| I am the personal representativeof a deceased person |[ ]  I enclose evidence of this |
| I am requesting the information onbehalf of someone else |[ ]  I enclose a consent to share form |
| Please give **YOUR** details below if you are not the data subject: |
| Full Name: |  |
| Contact Number: |  |
| Email Address: |  |
| Your relationship to the Data Subject: |  |
| Postal Address: |  |

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| **Section 2** – What would you like us to do? |
| Please help us deal with your request quickly and efficiently by specifying what you would like us to do and what information or activity you are interested in |

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| 1. I want a copy of the information you hold about me
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| Please either specify the information you want and/ or select from the list of ‘record areas’ below: |
|  |
| Central student systems | ASTRA, eVision, Canvas etc |[ ]
| Faculty student records | Faculty Office, Course Tutor etc |[ ]
| Support Services | Advice, counselling, employment bureau, sports |[ ]
| Marketing | Alumni, fundraising, photography and marketing |[ ]
| Research data | Please specify the research project title(s) above |[ ]
| Disciplinary & complaints | Disciplinary and complaints investigation records |[ ]
| Financial data | Payroll, fees and funding records |[ ]
| Human Resources | Personnel File, Human resources systems  |[ ]
| Line Manager records | Local files of line managers of employees |[ ]
| Email data | Specify search criteria above\* |[ ]
| Audio/ Video records | Phone recordings, CCTV, event recordings etc |[ ]
| Other  | Please specify above |[ ]

\*to include names of staff or teams whose mailboxes are to be searched (where known), date ranges and keywords.

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| How would you prefer to receive a copy of your information?: |
| Secure sharing via a OneDrive link (our default) |[ ]  Email with password protection |[ ]
| Special Delivery post (for print-outs) |[ ]  Other (please specify above) |[ ]

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| 1. I want to know what you do with my data
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| Please see our published [privacy policy](https://www.anglia.ac.uk/privacy-and-cookies). If you would like more details about a specific activity please give details, or describe it if you believe it is not covered by the policy: |
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| 1. I want you to change or delete my data
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| What is the data? Please provide us with sufficient information to enable us to identify the information e.g. which ARU service(s) you may have used:  |
|  |
| Confirm the action you would like us to take: | Change: |[ ]  Delete: |[ ]
| Why is this action important to you?**\*** |
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**\***Where we ask why this request is important to you this is because in certain circumstances we need to understand your reasons for making the request in order to accurately balance your rights against our duties and responsibilities to keep using your data.

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| 1. I want you to stop using my data or stop a particular use of my data
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| What activity or activities would like us consider stopping? |
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| Why is this action important to you?\* |
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**\***Where we ask why this request is important to you this is because in certain circumstances we need to understand your reasons for making the request in order to accurately balance your rights against our duties and responsibilities to keep using your data.

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| 1. I want to understand how your automated or profiling decisions about me are made and/ or I want this done manually
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| Please specify the activity that is of concern: |
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| Please confirm the action(s) you would like us to take: |
| Explain how decisions are made |[ ]  Undertake a manual decision |[ ]

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| **Section 3** – Proof of Identity |

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| * *Please note: Members of ARU staff or current ARU students using their University email addresses to make a request will* ***not need*** *to supply proof of identity. Otherwise…*
* Please state below which documents you are supplying as Data Subject proof of identity.
* Please provide **ONE** example from **EACH** Category below.
* A legal representative need not supply proof of identity, only evidence of consent from the data subject.
* Photocopies or digital photographs of documents are acceptable provided they are accurate and fully legible.
* Proof of Address (Category 1) documents must be dated within the last 3 months. A Mobile Phone bill is not accepted as proof of address.
* We may request original documents if we have concerns over authenticity of copies.
* If you are providing original hard-copy documents please make sure that these are sent securely, See <https://www.royalmail.com/personal/sending-mail>
* We return originals by registered post but securely destroy photocopies or scanned images of originals once we have approved them as valid..
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| **Category 1:** Proof of Address |  | **Category 2:** Photographic Proof of Identification |
| Bank Statement |[ ]   | Passport |[ ]
| Utility Bill (not mobile phone) |[ ]   | Driving Licence |[ ]
| Other |[ ]   | Other |[ ]
| If ‘other’ please state what equivalent is being supplied: |  | If ‘other’ please state what equivalent is being supplied: |
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| **Section 4** – Requestor Declaration  |

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| * The information I have provided on this form is accurate.

 * I understand that ARU is not obliged to comply with my request unless they are supplied with such information as they may reasonably require in order to satisfy themselves as to:
	+ my identity and
	+ to locate the relevant information
* I understand that the information will be held under ARU’s [Records Retention Policy](https://web.anglia.ac.uk/anet/staff/sec_clerk/Records%20Retention%20Policy.pdf)
* I understand that a person who unlawfully attempts to exercise the rights of a data subject without their consent is guilty of a criminal offence and is liable to prosecution.
 |
| **Name** |  | **Date** |  |

Please return this form, plus any evidence of identity or permission to act on behalf of the data subject:

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| **By email**: | dpo@anglia.ac.uk  |

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| **By post:** | Information Compliance TeamThe Secretary & Clerk’s OfficeAnglia Ruskin UniversityBishop Hall Lane ChelmsfordEssex CM1 1SQ |

You can find out more about your Data Protection rights from the Information Commissioner’s Office (ICO) website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you are not satisfied with the way we handle your request you have the right to complain to the ICO. We will provide more details of how to do so when we respond to your request.