

INDIVIDUAL RIGHTS REQUEST FORM

1. Your details

Full name:
Email address:
DOB:
Student ID number (if applicable):

2. Is the Subject Access Request about:

Yourself?

If you are the data subject, please supply evidence of your identity e.g. scan of your registration card, driving licence, passport, birth certificate.

Someone else on your behalf?

If you are acting on behalf of someone else, please complete the Form of Authority (Appendix A) and supply evidence of the data subject's identity i.e. scan of their driving licence, passport, national identity card. Note that we must be able to compare signatures between the Form of Authority and the identification document and may carry out additional checks to ascertain the legitimacy of the request.

3. What rights would you like to exercise?

<input type="checkbox"/> Right to be informed	For information about what personal data the University processes about you, for what purposes and under which lawful basis, please read our Student Privacy Notice . For further information, please consult our Data Protection Policy .
<input type="checkbox"/> Right of access	For Subject Access Request, please download our separate form from our website available on the same web page .
<input type="checkbox"/> Right to rectification	In order to deal with your query efficiently, please provide as much details as possible and email your request to information.governance@canterbury.ac.uk
<input type="checkbox"/> Right to erasure	
<input type="checkbox"/> Right to restrict processing	
<input type="checkbox"/> Right to erasure (right to be forgotten)	
<input type="checkbox"/> Right to data portability	
<input type="checkbox"/> Right to object	
<input type="checkbox"/> Rights related to automated decision making including profiling	

Once we have received your request, we will acknowledge receipt. We have one calendar month to comply with your request.

Form of Authority

Third-Party Individual Right Request



Name: **Student ID number (if applicable):**

Address:

I, [enter authorizer's name], hereby authorize [enter requestor's name] to exercise the right to/of [please complete as appropriate] on my behalf. Details to the request are included below:

[Please provide details to help us process your request]

I understand that by providing such consent, Canterbury Christ Church University may action the request above made on my behalf by the third-party named on this form.

I understand that I have only provided consent for the third-party named on this form to exercise the right to/of [please complete as appropriate] on my behalf.

I have enclosed a copy of my passport/driving licence/national ID card [amend as appropriate] to confirm my identity.

Signed: **Date:**

Please note:

- We only accept form signed with a handwritten signature or a manual e-signature.
- Please include a copy of your identification document with your signature visible.
- Return the completed form to information.governance@canterbury.ac.uk