

Request to exercise your Individual Rights

*For Subject Access Requests please use the Subject Access Request Form available on the [Subject Access Request Page](#) *

Please complete this form if, after reading the supporting guidance, you would like to exercise one of the rights below:

- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

1. Identity

You must supply a photocopy of proof of identity with this form, such as passport, driving licence or University I.D card.

2. Personal Details of Requester

Title:	Forename(s):	Surname:
Any previous name known to the University:		
Date of birth:		Current address:
Relationship to university:		Current email address:
Student/staff I.D. number: College/Department:		Start and end dates of employment/ education at Durham University:

3. Request

Which of the Individual Rights does your application concern?
Reasons for your request. Please note that if this is unclear, you will be asked for clarification.
Detailed description of how you believe Durham University is using your personal data (include as much detail as possible).
What is the outcome you would like Durham University to consider?

4. Declaration

<p>I certify that the information provided in this form is accurate to the best of my knowledge. I accept that the University will take reasonable steps to establish identity, and also the lawfulness prior to the deletion of personal data.</p> <p>I enclose a photocopy of my proof of identification.</p>

Signed :	Please print name:	Date
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Please send completed forms to: info.access@durham.ac.uk or by post to:

Information Governance Unit
Durham University
Palatine Centre
Stockton Road
Durham
DH1 3LE