

**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**

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

**3. Request**

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

**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>
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<b>Signed :</b>	<b>Please print name:</b>	<b>Date</b>
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Please send completed forms to: [info.access@durham.ac.uk](mailto:info.access@durham.ac.uk) or by post to:

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Durham University  
Palatine Centre  
Stockton Road  
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DH1 3LE