University of CUMBRIA

Data Subject Request Form

This form will help us respond to your request. Send the completed form to gdpr@cumbria.ac.uk.

1. Nature of your request

☐ Subject Access Request - For a copy of personal data we hold about you

☐ Erasure of your personal data

☐ Rectification - To correct incomplete or incorrect data about you

☐ Object to processing - To consider your objections to processing your data

☐ Restrict processing - To consider your restriction to processing your data

☐ Withdraw consent

2. The person that the request relates to – Data Subject

Your relationship with the University of Cumbria

☐ Current or Former Student

☐ Current or former employee

☐ Other- Please specify _____

3. Your Request

Give us details of the information and where it could be held.

Type of information- e.g., an assessment report, file, email or document
Duration e.g. June 2024 to July 2024
Location: e.g. specify Academic Institute or Professional Service

4. Proof of identity

Please provide proof of identity to support your request. We can use your email address or ID to identify you if you are a current student or member of staff.

If you are making the request for someone else, you should provide their proof of ID and address. You will also need to provide evidence that you're allowed to make the request for them e.g. a signed letter of consent.