

Data Restriction and Objection Request

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to object to, and restrict, the processing of any data/information the Union of Students hold about you, or authorize another person to enact this request on your behalf.

You should complete this form if you would like the Union to rectify any personal data we hold about you. Your request will be processed within 30 calendar days upon receipt of a fully completed form.

Proof of identity:

In certain circumstances we may require proof of your identity before we can amend personal data. The Data Protection Officer will advise if proof of identity is required. If you have changed your name, please supply relevant documents evidencing the change.

SECTION 1: Data Subject

Please fill in your details

Title:	Mr [<input type="checkbox"/>] Mrs [<input type="checkbox"/>] Ms [<input type="checkbox"/>] Miss [<input type="checkbox"/>] Other [<input type="checkbox"/>]
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Contact Telephone Number (s)	

Processing Objection

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require

Data details:

Detail of objection:

Processing Restrictions

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name of the department just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Data details:

Detail of restriction request:

Reason for objection or restriction

The Union of Students at the University of Derby will not unreasonably prevent restriction or objection to the processing of data, however requires an appropriate reason to make such amendments. Please detail below the reason for requiring the data rectification.

Details:

SECTION 2: Declarations

Data Subject Declaration:

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for the Union of Students to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Name:	
Signature:	
Date:	

OR (if applicable)

Authorised Declaration:

I confirm that I am legally authorised to act on behalf of the data subject. I understand that it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

SECTION 4: Actions

Please send your completed form and accompanying documents to:

Data Protection
Union of Students
University of Derby
Kedleston Road
Derby
DE221GB

Or via email to: dataprotection@derbyunion.co.uk