



JOHNSON & WALES UNIVERSITY

REQUEST FOR DATA SUBJECT ACCESS OR ERASURE FORM

The General Data Protection Regulation (GDPR), UK General Data Protection Regulation (UK GDPR), and Personal Information Protection Law of the People’s Republic of China (PIPL) grant residents of the EEA, UK, and the People’s Republic of China the right to access personal data (if any) held by the university, and, in some circumstances, to request its erasure. These rights are subject to certain exceptions. This form is designed to provide the necessary information to process your request, but it is not mandatory. However, your request will not be considered received until the university is able to verify your identity. We will do our best to respond promptly and in any event within one month of our receipt of all information needed to process your request

Please provide one electronic copy to the Director of Information Security at ITSecurityServices@jwu.edu. Your request cannot be processed without proof of identity, either submitted by uploaded image or photocopy by mail.

1. REQUESTER DETAILS:

First and last name:	
Any other name by which you have been known by:	
Home address:	
Date of Birth:	
Relationship with Johnson & Wales University:	
Home/Cell Phone:	
E-mail:	
Any other unique identifiers or information that we can use to locate your data:	

2. PROOF OF IDENTITY:

List A (copy of one from below)		List B (copy of one from below)	
Identification that clearly shows your photograph, name and date of birth		Documentation that clearly shows your name and current address	
Passport		Tax Document	



Driver's License/State ID		Utility Bill	
Other		Bank Statement	

3. WHAT INFORMATION ARE YOU REQUESTING?:

To help us process your request, please provide as much detail as possible about the personal data to which you are requesting access of that you are requesting be erased.

Type of Information	Date or period when data was collected	Disclose or Erase

4. WHY ARE YOU REQUESTING ERASURE?:

Reason	Explanation
I believe the university no longer needs to retain my data (explain why)	
I no longer consent to processing of my data (provide approximate date of consent)	
I object to processing of my data as is my right under Article 21 of GDPR (indicate if objection is based on marketing purposes)	
I believe you must erase my data because of some law other than the GDPR (please state which law)	
Other	

5. DECLARATION:

I, _____, confirm that the information provided on this form is correct and that I am the person whose name is on this form. I understand the university must confirm my identity and may need to contact me again for further information in order to process my request.



Signature	Date