

**Personal Data Request Form**

Individuals should complete this form when they wish to make one of the following requests under the General Data Protection Regulations (‘GDPR’) in relation to the University’s processing of their personal data:

1. **Data rectification** – to request that the University rectifies a mistake in your personal data
2. **Data deletion** – to request that the University deletes your personal data
3. **Data portability** – to request that the University transfers your personal data to you or to another organisation
4. **Process restriction** – to request that the University restricts the processing of your personal data
5. **Process objection** – to object to the University processing your personal data
6. **Automated decision making** – to request that the University does not take decisions by automated means, reconsiders a decision taken by automated means or takes a new decision entirely

After completing this form, please send a copy by email to [dataprotection@uws.ac.uk](mailto:dataprotection@uws.ac.uk). If you do not have access to email, please send a copy of this form by post to:

Legal Services

The University of the West of Scotland

High Street

Paisley

PA1 2BE

**About You**

|  |  |
| --- | --- |
| **Full name** |  |
| **Home address** |  |
| **Email Address** |  |
| **Contact Number** |  |
| **Banner ID (if known)** |  |
| **Department or School (for employees)** |  |
| **Job title (for employees)** |  |

**Your Request**

I wish to make the following request under the GDPR (please tick):

Data rectification ( )

Data deletion ( )

Data portability ( )

Process restriction ( )

Process objection ( )

Automated decision making ( )

|  |  |
| --- | --- |
| **Details of the request that you are making** |  |
| **Relevant background information** |  |
| **Does your request relate to all of the personal data that UWS holds about you?** |  |

*To find out more about the requests that you can make under the GDPR, please read the University’s ‘Guidance - Making a Request under the GDPR’.*