**Request made by**

(Data required for identifying and contacting the person)

|  |  |
| --- | --- |
| Name: first and last name | Personal identification code |
| Address | Phone |
| E-mail | |
| Preferred method of contact: e-mail  regular mail | |

|  |
| --- |
| **I request access to data concerning me** |
| as a degree student |
| as a staff member |
| as a continuing education or open university student |
| as an exchange student |
| as a library customer |
| as a participant in an event |
| in another capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| I request access to data in the following form: |

|  |  |
| --- | --- |
| Reviewing the data in the data controller's facilities | Print-out on paper |
| Electronic print-out | Data in transferable electronic format |

**Date, signature of data subject, name in print**

|  |  |
| --- | --- |
| Date | Signature and name in print |

**Actions by data controller**

The data subject’s personal data will not be processed or it has been removed.

The data subject was granted access to the data; date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The data subject was given an opportunity to review the data; date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access to the data was denied partly or in full and an account of the reasons was sent to the data subject; date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date, signature of person granting access to the data, name in print, job title**

|  |  |
| --- | --- |
| Date | Signature, name in print, job title |