**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| [ ] 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 |