



REQUEST TO ACCESS, RECTIFY, RESTRICT, OBJECT TO OR DELETE
PERSONAL DATA - GDPR

Under the General Data Protection Regulation, residents of the European Economic Area (EEA) have the right to make requests to organizations like the University of California (UC) about the information the organization holds about them. These rights are identified in UC’s Statement of Privacy – General Data Protection Regulation.

As a resident of the EEA, you are entitled to request information relating to UC’s use of any Personal Data about you. Your Personal Data is any information that relates to you that can be used to identify you. If you are a resident of the EEA and would like to request that UC take an action related to your personal data, the most expeditious way to do so is to complete this form and email it to the UC Berkeley Privacy Officer at privacyoffice@berkeley.edu.

UC will respond to all individual requests exercised under GDPR in as timely a manner as possible, and will take into account GDPR requirements as well as relevant California and United States laws when responding. If, after receiving UC’s response, you feel that UC has not properly addressed your request, please e-mail privacyoffice@berkeley.edu. If you are still not satisfied, you have a right to lodge a complaint with the appropriate supervisory authority and seek a judicial remedy.

Name:	_____		
	Last	First	Middle
	Email Address: _____		
	Preferred Telephone Number: _____		
UC Berkeley Relationship:	Please circle yes or no for all that apply:		
	UC Berkeley Student or Graduate Student:	Yes	No
	If yes, please indicate Department/Major: _____		
	UC Berkeley Employee, Contractor, Intern or Volunteer:	Yes	No
	If yes, please indicate UC Berkeley Unit or Department and name of supervisor: _____		
UC Berkeley Alumnus	Yes	No	

UC Berkeley Research Subject	Yes	No
UC Berkeley Donor	Yes	No
Other: Please specify your relationship with UC Berkeley :		

Please describe the Personal Data about you included in this request below. Where possible, please include in your description when the data may have been collected or received by UC Berkeley. This and any other information you can provide about the Personal Data will help us locate the Personal Data and act upon your request in a timely manner. **Please note: If you wish that UC Berkeley take an action related to your Personal Data for more than one UC Berkeley program or activity, please specify each relevant UC Berkeley program or activity and provide a description of the Personal Data for that specific UC Berkeley program or activity.**

In the section below, please indicate the action(s) that you would like UC to take in regards to your Personal Data identified above:

I hereby request that UC Berkeley [please check all that apply]:

- Provide me with a copy of my Personal Data. Note: Please include the specific Personal Data that you would like to receive as well as the format in which you would like to receive it:

- Correct the following elements of my Personal Data. Note: Please specifically indicate the data you believe to be incorrect or incomplete and how UC should correct or complete it:

Restrict its Processing of my Personal Data. Please specify the specific timeframes and data element types for which you would like UC to restrict its processing:

I am only interested in restricting the processing of my Personal Data, for these specific data elements:

relating to the time period _____ through _____ in the programs and activities listed above.

I would like UC to restrict its processing of all of my Personal Data.

Delete my Personal Data. Please specify the specific timeframes and data element types for which you would like UC to restrict its processing:

I am only interested in UC erasing these specific data elements of my Personal Data:

relating to the time period _____ through _____ in the programs and activities listed above.

I would like UC to erase of all of my Personal Data.

Please identify the reason(s) for your request(s) above [**please check all boxes that apply**]:

My Personal Data being Processed by **UC Berkeley** is not accurate.

I wish to withdraw my consent to processing.

I object to **UC Berkeley's** Processing.

UC Berkeley no longer needs to Process my Personal Data for its intended purpose.

I consider the processing of my data by UC to be unlawful.

Other: _____

Please explain your basis for any of the above:

[OPEN TEXT BOX]

I understand that the **UC Berkeley** may deny this request under limited circumstances as provided under applicable data protection laws. I further understand that I have the right to lodge a complaint with any Data Protection Authority.

I understand that the **UC Berkeley** will notify me of its decision to approve or deny my request within one month of receiving this request. If **UC Berkeley** is unable to comply with my request within this time frame, I understand that it may extend the applicable deadline for up to an additional two months by notifying me in writing within the initial one-month period.

If my request is accepted, I understand that **UC Berkeley** will complete the erasure of my Personal Data, or will cease processing my Personal Data free of charge, so long as the request is not excessive.

UC Berkeley will follow up with you to confirm your identity and to inform you of the status of your request.

Signature of Individual

Date

Printed Name of Individual