

Belfast Metropolitan College Data Subject Rights Request



Please note, a separate CCTV Access Request Form should be completed if this is the class of data you require. This form is available on the College Website

NAME

ADDRESS

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TELEPHONE

E-MAIL ADDRESS

It will assist in locating your data if you can answer the following questions:

a) Please tick as appropriate:

☐ I am a registered student, my student ID number is

☐ I am a member of staff in the School or Department of

☐ I am not a staff member or student. My association with the College consists of

b) Please state in which School or Administrative area you would expect to find the registered data.
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☐ The Right to be Informed
☐ The Right of Access
☐ The Right to Rectification
☐ The Right to Erasure

☐ The Right to Restrict Processing
☐ The Right to Data Portability
☐ The Right to Object
☐ Rights in Relation to Automated Decision Making and Profiling

c) I believe that the data to be disclosed is to be found in:

☐ Computer records

☐ Paper records

☐ Both types of records

d) The data consists of the following:

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I hereby request you to disclose to me all my personal data as currently held by the College.

Signed

Date

Please send/email to: Corporate Development, Belfast Metropolitan College, Castlereagh Campus, CC-01-009, Montgomery Road, Belfast, BT6 9JD or email: dataprotection@belfastmet.ac.uk Telephone: 028 9026 5455. Your DSR will be acknowledged within 5 working days and responded to within 30 days.