**Data Request Form**

|  |  |
| --- | --- |
| **DATA SUBJECT**(data subject fills out) | NameClick or tap here to enter text. |
| Home address |
| Social security numberClick or tap here to enter text. |
| Phone numberClick or tap here to enter text. |
| E-mail addressClick or tap here to enter text. |
| **TYPE OF REQUEST** | [ ]  Request to access data | [ ]  Request to rectify information |
| [ ]  Data removal request | [ ]  Request to restrict processing |
| [ ]  Request to transfer data to another system | [ ]  Right to object |
| [ ]  Some other right, which one: Click or tap here to enter text. |
| **INFORMATION ABOUT THE REQUEST** | What information does the request concern? How would you like your request to be processed? Which period of time does your request concern? |
| **PROCESSING OF REQUEST** | How do you wish your request will be answered? (Gaining access to data at a Metropolia campus, retrieve data as a printout, receive data via mail or e-mail) |
| **DATE AND SIGNATURE** | Date |
| Data subject’s signature |
| **IDENTITY CHECKED**(Metropolia fills out) | [ ]  Driver’s license[ ]  Passport[ ]  Identity card[ ]  Other ID with picture, which one:Click or tap here to enter text. |
| **DATE AND SIGNATURE** | Date |
|  | Metropolia representative’s name, signature and title |
| **PROCESSING OF REQUEST AND OUTCOME** |
| Decision[ ]  The request has been accepted[ ]  The request has been partially or completely been declined (see Additional information about the decision below)[ ]  There is no data of the data subject in the registryProcessing of the request[ ]  The request has been responded to in the data subject’s requested way[ ]  The data subject has received a response verbally[ ]  The data subject has been given an opportunity to see the data concerning the data subjectDate(s) on which the request or requests were fulfilledClick or tap here to enter text.The request fulfiller’s name, signature, title and the date of the decision:In Metropolia \_\_\_\_/\_\_\_\_20\_\_\_\_ |
| Additional information about the decision: |

**Instructions on filling out the form**

Fill out all the fields on the first page. If you are a Metropolia student, alumnus or stakeholder representative, take the filled-out form to one of the Metropolia Student Services’ offices. If you are a Metropolia employee, take the form to HR Department’s office. A representative of Metropolia will fill out the fields on the second page. You need to prove your identity in a reliable way so that your request may be received. The request may only be submitted by the data subject themselves. This form is also available at the aforementioned offices. It is recommended to get the form and fill it out there as you need to go to one of the offices and prove your identity regardless. You may take a look at the form beforehand here though.

Metroplia Student Services office locations:

<https://www.metropolia.fi/en/apply/general-information/student-services/>