



GDPR Data Subject Privacy Rights Request Form

The European Union’s [General Data Protection Regulation](#) (“GDPR”) provides individuals (“data subjects”) with specific privacy rights that may apply in certain circumstances subject to applicable exceptions. The GDPR applies to certain information (“personal data”) about data subjects transferred to and from countries comprising the European Economic Area (“EEA”) and Duke.

To ensure Duke Privacy has sufficient information to adequately assess your request and respond promptly and accurately, please provide the information requested below and return to Duke Privacy using one of the methods described in Part D at the end of this document.

If the GDPR applies to this request, by providing Duke Privacy with the information requested below, you consent to the transfer and processing of the personal data you disclose.

Please be advised you may have the ability to access, update and/or delete information about you that Duke University holds using the following methods:

Current Students: Students may access information about themselves via [MyDuke](#), a secure gateway to information regarding the student experience and student information.

Duke Alumni and Former Students: In order to access your profile, log into [OneLink](#).

Employees: Current employees can access information about themselves via the [Duke Internal Directory](#), or the [Duke@work](#) site.

Part A. Personal Details

Please provide the following information:

First Name: _____ Middle Name: _____

Last Name: _____

Other Names (other names and/or aliases by which you were or may have been known):

Home Address: Street Address: _____

City: _____ State: _____ Zip Code: _____

Campus Address (if applicable): Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

Email address: _____

Student or NetID number (if applicable): _____

Your relationship to Duke: Current Student Former Student Alumnus

Current Employee Former Employee Other

If “other” please explain: _____

Part B. Your Request

In the event the GDPR applies to personal data Duke University may have about you, and about which you are making a request, data subject privacy rights may be available to you. Please be advised that these rights may be subject to limitations and exceptions.

Please check the box next to the data subject privacy right(s) you are requesting and provide a description of your request and any additional information that will assist Duke Privacy in assessing and responding to this request.

Right of Access, GDPR [Article 15](#):

Please provide the following information:

Description and scope of the personal data to which this request applies:

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data?

Please explain the reason for your request:

Right of Rectification, GDPR [Article 16](#):

Please provide the following information:

Description and scope of the personal data to which this request applies: _____

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data?

Please explain the reason for your request:

Right to Erasure, GDPR [Article 17](#):

Please provide the following information:

Description and scope of the personal data to which this request applies: _____

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data?

Please explain the reason for your request:

Right to Restriction of Processing, GDPR [Article 18](#):

Please provide the following information:

Description and scope of the personal data to which this request applies: _____

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data?

Please explain the reason for your request:

Right to Data Portability, GDPR [Article 20](#):

Please provide the following information:

Description and scope of the personal data to which this request applies: _____

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data? _____

Please explain the reason for your request: _____

Right to Object, GDPR [Article 21](#):

Please provide the following information:

Description and scope of the personal data to which this request applies: _____

Does this request relate to personal data that Duke processed while you were in the EEA?

The dates or time periods when you believe Duke collected or received this personal data:

What Duke unit may have this personal data?

Please explain the reason for your request:

Part C. Proof of Identity

The GDPR requires that Duke Privacy verify your identity. In the event we are unable to verify your identity, we may be limited in how we are able to respond to your request. Please provide a copy of photo identification. Duke Privacy may require additional information from you.

Part D. Submitting Your Request

Please submit your request and verification of identity documentation to Duke Privacy by one of the following methods:

By email:

Attn: Duke Privacy Officer privacy@duke.edu

By mail:

Attn: Duke Privacy Officer
Duke Office of Audit, Risk and Compliance Box 90436
705 Broad Street, Suite 210
Durham, NC 27708

By fax:

(919) 613-7631