

GDPR Form - Information Access, Amendment and Other Rights



In addition to the protections under the Information Privacy Act 2009 (Qld) and the Information Privacy Principles if you are a European Union (EU) or European Economic Area (EEA) resident you have a number of additional rights under the General Data Protection Regulation (GDPR) including the right to request access to, a copy of, correction of, restriction in the use of, erasure of or transfer to another data controller in an accessible format of personal information in accordance with all applicable laws, and subject to the limitations outlined in the GDPR. For individuals outside the EU/EEA and for data that was not collected within the EU/EEA, the erasure of your information shall be subject to the retention periods of applicable state and federal law. If you have provided consent to the use of your information, you have the right to withdraw consent without affecting the lawfulness of the University's use of the information prior to receipt of your request. Please note we may not be able to grant your request in all circumstances.

JCU will assist data subjects that are EU/EEA residents to exercise these rights, unless we have compelling and legitimate legal grounds not to (e.g. a legal obligation under Australian legislation, or if the Personal Data has been fully anonymised).

Surname	Other Names
Student / Staff No*	Date of Birth
Year of Graduation*	E-mail
Postal Address		

* if applicable

Personal Data at issue an the action you wish us to take

Please describe the personal data at issue and what you would like us to do (e.g. provide a copy in an easily accessible format, correct or update, restrict or limit the way it is used, object to how it is processed, ask for it to be erased or request that we transmit this data directly to another data controller in a machine readable format.

Supporting Documentation (if applicable)

If you would like to amend, delete, or restrict our use of your personal data, please attach documentation supporting your contention that the personal data is inaccurate or otherwise describe the basis for your request.

Data release / transfer request (if applicable)

Please identify the person or organisation to whom your personal data should be released or transferred and complete the contact details below. You may list yourself if you want to receive the data.

Name:

Address:

Email address:

Phone number:

Signature:

Date: / /

In order to avoid us taking any action regarding your personal data at the direction of someone other than you please provide evidence of your identity e.g. a certified colour scan of a driving licence or passport so we are able to verify your identity.

Please send this form to the Privacy and Data Protection Officer (secretariat@jcu.edu.au)