



AALBORG UNIVERSITY

## Subject access request via a third party

In accordance with the General Data Protection Regulation, article 15 'Right of access by the data subject'.

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| If you are making a subject access request on behalf of a data subject on behalf of which you have legal authority to act (power of attorney, parental authority guardianship), please provide your contact details below.          |  |
| Name  |  |
| Telephone number  |  |
| If you are making a subject access request on behalf of a data subject on behalf of which you have legal authority to act, you must submit an original letter of authority (e.g. power of attorney) along with your access request. |  |
| If you are making a subject access request as a parent or guardian, you must submit documentation confirming your parental/guardianship rights.   |  |
| If Aalborg University has doubts about the identity of the person making the request on behalf of the data subject, the University may ask for more information to verify the identity of the person.                               |  |
| If the identity of the person making the request cannot be verified, Aalborg University may refuse to comply with the request.  |  |

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| Information about the data subject of which the data is requested |  |
| Name  |  |
| Danish civil registration number (CPR)                            |  |

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| Select how the data will be disclosed, if Aalborg University complies with the subject access request | <input type="checkbox"/> Delivered to the recipients e-boks/Digital Post  |
|   | <input type="checkbox"/> Delivered in person to the recipient at one of the University's addresses on showing valid photo identification. |
|   | Select campus:<br><input type="checkbox"/> Aalborg: Fredrik Bajers Vej 5, 9100 Aalborg  |



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|   | <input type="checkbox"/> Esbjerg: Niels Bohrs Vej 8, 6700 Esbjerg<br><input type="checkbox"/> Copenhagen: A.C. Meyers Vænge 15,<br>2450 Copenhagen |
| If you have chosen to collect the information in person at one of the University's addresses, we will contact you via email. Please provide your email address: |  |

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| Please specify which processing activities you wish to request access to and within what areas |  |
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| <p><b>The General Data Protection Regulation (excerpt)</b></p> <p><b>Chapter 3</b><br/><b>Rights of the data subject</b></p> <p><b>Artikel 15 – Right of access by the data subject</b></p> <p>1. The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:</p> <ul style="list-style-type: none"><li>a) the purposes of the processing</li><li>b) the categories of personal data concerned</li><li>c) the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations</li><li>d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period</li><li>e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing</li><li>f) the right to lodge a complaint with a supervisory authority</li><li>g) where the personal data are not collected from the data subject, any available information as to their source</li><li>h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.</li></ul> |
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2. Where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.

3. The controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.

4. The right to obtain a copy referred to in paragraph 3 shall not adversely affect the rights and freedoms of others.