

GDPR Subject Access Request Form

The use of this form is limited to EEA Personal Data.

Please provide the information below and return the form to Tufts' Data Privacy Team. Details on how to return this form are provided below. While you are not required to provide all of the information requested below, including answers to our questions will help us give you an accurate and prompt response to your inquiry.

Part A. Your information

Name (First, Last and Middle)	
Home Address	
Campus Address (if applicable)	
Telephone number:	
Email address (please use @tufts.edu address when available)	
Student or Employee ID number (if applicable)	
Other name by which you have been known (if applicable)	
Your relationship(s) to the University	

Part B. Your Request

Please select below the type of request you wish to make. For each request, please provide a description of your request, and any further information that will enable us to locate your EEA Personal Data. Continue on additional pages if necessary and provide any additional documentation that may be helpful in responding to your request.

Requests are limited to EEA Personal Data.

The right of access.

Summary: The right to request us to confirm the EEA Personal Data that Tufts processes about you and to provide you a copy of the information. This right is subject to limitations, including that providing a copy will not adversely affect the rights of others.

Instructions: Please note that you may currently have access to this information through your SIS account (<http://sis.uit.tufts.edu/>), the Tufts online directory, see (<https://whitepages.tufts.edu/faq.cgi>), or your [Employee Self Service \(eServe\)](#) account.

Based on what you are able to include, please provide the following information.

Description of the EEA Personal Data. Indicate the scope of the EEA Personal Data you are seeking access to.	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may have this information	
The dates or time periods when you believe Tufts received this information	

The right to correct.

Summary. The right to request to have inaccurate EEA Personal Data rectified, or, taking into account the purposes of the processing, completed if it is incomplete.

Instructions. In many cases, Tufts provides a procedure for you to update or correct your information directly or to request a correction of information. For Faculty and Staff, please see AccessTufts at [Update my Information](#). If you are a student and depending on the information you wish to correct, you may be able to do so using your SIS account (<http://sis.uit.tufts.edu/>). For Tufts' online directory, see <https://whitepages.tufts.edu/faq.cgi>.

Based on what you are able to include, please provide the following information. Also, provide information to support your request so that corrections or additions may be made accurately. Attach any documents that would be useful.

General description of the type of EEA Personal Data	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may have this information.	
Current incorrect or incomplete information	
Corrected or complete Information	
The dates or time periods when you believe Tufts received this information.	
The reasons you are making this request	

The right to erasure (also known as the right to be forgotten).

Summary: The right for individuals to request to have their EEA Personal Data erased in certain limited circumstances. This right is not absolute and you must satisfy one of the requirements set forth in Article 17 of the GDPR (at [GDPR Article 17](#)) Tufts is entitled to keep, maintain and process the EEA Personal Data in order to satisfy its legitimate interests as legally permitted under the GDPR and under Tufts' [EEA Privacy Statement](#) and its [Records Retention Schedules](#).

Instructions: Based on what you are able to include, please provide the following information.

Description of the EEA Personal Data. Indicate the scope of the EEA Personal Data you are seeking to be erased.	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may have this information	
The dates or time periods when you believe Tufts received this information	
The reasons you are making this request	

The right to restrict processing.

Summary: The right to request the restriction or suppression of your EEA Personal Data. This is not an absolute right and only applies in certain circumstances. If processing is restricted, Tufts would not be permitted to use the data without your consent, unless in connection with a legal claim, the protection of another person, or other exceptions. Tufts would be permitted to continue to store the information.

Instructions. Based on what you are able to include, please provide the following information. You may also attach any documents that would be useful in responding to your request.

The specific EEA Personal Data that you are requesting Tufts to stop processing	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may be processing this information	
The dates or time periods when you believe Tufts received this information	
The reasons you are making this request to restrict processing	

The right to data portability.

Summary. The right to data portability allows you to obtain an electronic copy of your EEA Personal Data to enable you to reuse that data for your own purposes across different services. This right allows you to move, copy or transfer EEA Personal Data easily from one IT environment to another. This right only applies to information you have provided to Tufts and depending on the context, applies to some of your information, but not to all of your information.

Instructions: In many cases, you may obtain an electronic copy of your EEA Personal Data directly by downloading your information through your account on a Tufts system.

To request a transcript from your school, we recommend you contact the Registrar's office at your school. To request a copy of your personnel record, we recommend you review the information at [Statement on Personnel Records](#), which includes a form to submit to request your personnel record.

Based on what you are able to include, please provide the following information.

Specific description of the EEA Personal Data you wish an electronic copy of	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may have this information	
The dates or time periods when you believe Tufts received this information	
The reasons you are making this request	

The right to object.

Summary. The right to object to the processing of EEA Personal Data in certain circumstances, in the absence of a compelling reason for the continued processing. You have an absolute right to stop your EEA Personal Data from being used for direct marketing.

Instructions. Based on what you are able to include, please provide the following information.

The specific EEA Personal Data that you are objecting to Tufts processing	
Your relationship and this data's relationship to the EEA	
The offices, departments and databases or systems that you believe may be processing this information	
The dates or time periods when you believe Tufts received this information	
The reasons you are objecting to processing of the data	

Part C. Proof of Identity

In order to make a Subject Access Request and to protect your personal information, you must first provide the University proof of your identity. Please send a copy or scan of one form of government-issued photo identification (e.g. Passport, Driver's License) along with this request form. If you have difficulty supplying this documentation, please contact us to discuss alternative proof of identity arrangements. If the University is unable to verify your identity from the documentation you provide, we will contact you as soon as possible.

Part D. Declaration

I represent and warrant, under the penalties of perjury, that I am the Data Subject named in Part A of this document, requesting information regarding EEA Personal Data that is related to my presence in EEA or was collected from me during my presence in EEA, and hereby request, under the provisions of the GDPR, that Tufts University respond to the request set forth above. I certify that all of the information I have provided above is true and correct.

Signature:

Date:

Please return signed form and accompanying documentation to:
Data Privacy Team at Tufts University
dataprivacy@tufts.edu

Data Privacy Team
Office of Information Security
Tufts Technology Services
169 Holland Avenue
Somerville, MA 02144

For information security reasons, do NOT send this form from any email address other than from your name@tufts.edu address. Instead, please send a message to the email address provided above that you wish to submit this form. You will then receive an email message and instructions enabling you to submit the form through Tufts' encrypted email service.

Alternatively, submit the form by regular or priority mail or by an overnight courier.