# FIT REQUEST FOR ACCESS TO PERSONAL DATA UNDER GDPR

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| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby make a Request for Access to my Personal Data processed by FIT pursuant to the European Union (“EU”) General Data Protection Regulation (“GDPR”). “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that FIT generally honors Requests for Access, but that there are certain circumstances in which the law allows denial of Access or where the GDPR may not apply to the or Processing of my Personal Data; and as such FIT may deny my Request for Access

This Request for Access pertains to the following Personal Information (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE REQUEST IS PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE IN FULL THE CATEGORIES OF PERSONAL DATA TO WHICH ACCESS IS DENIED AND TO WHICH ACCESS GRANTED:**

**IF THE REQUEST IS WHOLLY OR PARTIALLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

**IF PERSONAL DATA HAS BEEN PROCESSED:**

FIT processes Personal Data for certain purposes as outlined in applicable notices posted to FIT’S GDPR website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php> (“GDPR Website”). Specifically, the data here was processed for the following purpose(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

FIT discloses Personal Data to certain recipients as outlined in applicable notices on FIT’s GDPR Website. Specifically, the data here was disclosed to the following recipient(s) or categories of recipient(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If the Personal Data was disclosed via any international transfers, FIT takes the following safeguards to protect information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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FIT also describes the source of Personal Data (i.e. how it collects data) in notices on the GDPR Website. Specifically, the source of the data here was: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If the Personal Data was subject to automated decision making, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on the GDPR Website. The notices on the GDPR Website also provide information on FIT’s retention periods for Personal Data.

**FOR FIT: IF ACCESS IS GRANTED TO ANY PORTION OF DATA, FIT MAY, DEPENDING ON THE NATURE AND VOLUME OF THE RECORDS IMPLICATED, REQUIRE VIEWING RECORDS IN PERSON. OTHERWISE, ATTACH RECORDS TO THIS FORM, SO LONG AS DOING SO DOES NOT INFRINGE ON THE RIGHTS OF OTHERS.**

Signature: Printed Name:

Title: Date:

# FIT REQUEST TO RECTIFY PERSONAL DATA UNDER GDPR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby make a Request to Rectify my Personal Data Processed by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that my right to rectify only applies to Personal Data collected under the scope of the GDPR. As such, I will only be granted Access to information that is collected or processed while my Personal Data is subject to the GDPR. I understand that FIT may deny my Request if the Personal Data is deemed to be accurate or complete without need for amendment. My Request also may be denied if FIT determines that the Personal Data is information that I would not have the right to Access under the law.

This Request to Rectify pertains to the following Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting that the following amendment be made to my Personal Data for the following reasons (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE REQUEST TO RECTIFY IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE SPECIFIC AMENDMENT TO BE MADE AND THE PERSONAL DATA AFFECTED BY THE AMENDMENT:**

**IF THE REQUEST TO RECTIFY IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

**FOR FIT: IF ANY PORTION OF THE REQUEST IS GRANTED, attach a record of the rectification to this form. If FIT has previously disclosed the affected Personal Data to others, FIT will endeavor to contact each recipient and inform them of the rectification, unless doing so would be a disproportionate effort or impossible.**

Signature: Printed Name:

Title: Date:

# FIT REQUEST TO ERASE PERSONAL DATA UNDER GDPR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby make a Request to Erase my Personal Data Processed by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that my right to erasure only applies to Personal Data collected under the scope of the GDPR. As such, I will only be granted erasure of information that is processed while my Personal Data is subject to the GDPR. I also understand that the right to erasure only applies in certain circumstances and that FIT may deny my request if the right to erasure does not apply. I further understand that FIT may deny this Request if the Personal Data being processed is deemed to be an exception to the right to erasure under the GDPR. This Request also may be denied if FIT determines that the Personal Data is information that may not be deleted under the law.

This Request to Erase pertains to the following Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting erasure of my Personal Data for the following reasons (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE REQUEST TO ERASE IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE SPECIFIC ERASURE TO BE MADE (INCLUDING HOW THE ERASURE HAS BEEN IMPLEMENTED) AND THE PERSONAL DATA AFFECTED:**

**IF THE REQUEST TO ERASE IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

**FOR FIT: IF THE REQUEST IS GRANTED, attach a record of the ERASRUE to this form. If FIT has previously disclosed the affected Personal Data to others, OR OTHERWISE MADE THE PERSONAL DATA AVAILABLE PUBLICLY, FIT will endeavor to contact each recipient and inform them of the ERASURE, unless doing so would be a disproportionate effort or impossible.**

Signature: Printed Name:

Title: Date:

# FIT REQUEST TO RESTRICT PROCESSING OF PERSONAL DATA UNDER GDPR

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| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby make a Request to Restrict Processing of my Personal Data Processed by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that this Request only applies to Personal Data collected under the scope of the GDPR. As such, I will only be able to restrict Processing of information that is processed while my Personal Data is subject to the GDPR. I also understand that I may only restrict Processing of my Personal Data if I am: 1) exercising my Right to Rectify my Personal Data; 2) exercising my Right to Object to Processing of my information; 3) under the belief that my Personal Data was unlawfully processed; or 4) requesting restriction to maintain my processed Personal Data for legal claims or defenses. I understand that FIT may deny this Request if it does not satisfy one of the aforementioned requirements. This Request also may be denied if FIT determines that: 1) the Processing is necessary for legal claims or defenses; 2) the Processing is necessary to protect the rights of another person; 3) the Processing is for reasons of important public interest; or, 4) I have given Consent to process Personal Data.

This Request to Restrict Processing pertains to the following Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting restriction of processing of my Personal Data for the following reasons (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE REQUEST TO RESTRICT PROCESSING IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE SPECIFIC RESTRICTION(S) TO BE MADE AND THE PERSONAL DATA AFFECTED:**

**IF THE REQUEST TO RESTRICT PROCESSING IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

**FOR FIT: IF THE REQUEST IS GRANTED, IMMEDIATELY RESTRICT PROCESSING THE PERSONAL DATA AND NOTIFY ANY RECIPIENT OF THE PERSONAL DATA OF THE RESTRICTION, unless doing so would be a disproportionate effort or impossible. IN CASES OF TEMPORARY RESTRICTIONS OF PROCESSING, IF THE BASIS FOR THE RESTRICTION NO LONGER EXISTS, FIT WILL NOTIFY THE DATA SUBJECT BEFORE THE RESTRICTION IS LIFTED.**

Signature: Printed Name:

Title: Date:

# FIT DATA PORTABILITY REQUEST UNDER GDPR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby make a Data Portability Request for my Personal Data processed by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that this Request only applies to Personal Data collected under the scope of the GDPR. As such, I will only be granted access to automated data that is collected with certain required consents or for the performance of a contract. I understand that FIT may deny this request if the Personal Data is deemed to fall outside the scope of Data Portability under the GDPR. This Request also may be denied if FIT determines that the Personal Data is information that I would not have the right to Access under the law. I understand that if this Request is granted or partially granted, FIT will notify me of the determination, and I will have an opportunity to specify any person or entity to which my specified Personal Data should be sent.

This Request pertains to the following Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting that this Personal Data be copied, transferred, or transmitted for the following reasons (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE DATA PORTABILITY REQUEST IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE DATA BEING TRANSMITTED SO THAT THE DATA SUBJECT MAY DETERMINE WHERE TO TRANSMIT THE DATA:**

**IF THE DATA PORTABILITY REQUEST IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE HOW TRANSFER WILL BE MADE TO THE BEST OF FIT’S ABILITY:**

**IF THE REQUEST TO RESTRICT PROCESSING IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

**FOR FIT: IF THE REQUEST IS GRANTED, FIT MAY NEED TO CONTACT THE PROCESSOR FOR coMPLIANCE WITH THE REQUEST, unless doing so would be a disproportionate effort or impossible.**

**NOTE:** Where FIT receives Personal Data from another controller in response to a data subject’s request for data portability, FIT is not obligated to accept and process such Personal Data and will do so only where it is necessary, relevant, and not excessive. If FIT accepts the Personal Data, FIT will process the data in line with all of its data protection procedures, including ensuring a legal basis exists for processing and ensuring third party rights and freedoms are not affected.

Signature: Printed Name:

Title: Date:

# FIT REQUEST To OBJECT UNDER GDPR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby request to object to the processing of my Personal Data by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that this Request only applies to Personal Data collected under the scope of the GDPR. I also understand that the right to object to Processing only applies in certain circumstances and that FIT may deny this Request if my objection does not apply to the specific data requested. I further understand that FIT may deny this Request if the Personal Data information is being Processed is deemed to be an exception to the objection to Process under the GDPR. This Request also may be denied if FIT determines that the Personal Data must be Processed under the law.

This Request pertains to the following Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting this objection for the following reasons (please be specific):  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS:**

🞎 GRANTED

🞎 PARTIALLY GRANTED

🞎 DENIED

**IF THE REQUEST IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE DATA BEING SUPPRESSED OR ERASED:**

**IF THE REQUEST IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL, INCLUDING THE REASONS FIT IS NOT TAKING ACTION ON THE REQUEST AND THE SPECIFIC REASONING AS TO WHY FIT’S COMPELLING LEGITIMATE GROUNDS OUTWEIGH THE DATA SUBJECT’S INTEREST, RIGHTS, AND FREEDOMS:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

**FOR FIT: IF THE REQUEST IS GRANTED, FIT WILL ATTEMPT TO NOTIFY PERSONS TO WHOM OR ENTITIES TO WHICH the PERSONAL DATA HAS BEEN SENT FOR PROCESSING, unless doing so would be a disproportionate effort or impossible.**

Signature: Printed Name:

Title: Date:

# FIT REQUEST To CHALLENGE AUTOMATED DECISION-MAKING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Address: |  |  | Email: |  |
|  |  |  | Phone: | ( ) |

I hereby request to challenge automated decision-making of my Personal Data by FIT under the GDPR. “Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person) collected or processed by FIT under the requirements of the GDPR.

I understand that my right to make this request is not absolute and is subject to the requirements and procedures under the law and in FIT’s applicable privacy notices, available online at <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>, and I have reviewed the applicable privacy notice as a student, employee, or other user. I understand that this Request only applies to Personal Data under the scope of the GDPR. I understand that my request to challenge only applies to certain Personal Data relating specifically to the below cited automated decision-making. As such, FIT will only grant this request to challenge if FIT’s processing falls under the automated decision-making scope of Article 22 of the GDPR. As such, I understand that FIT may deny my request to challenge if the processing does not apply. I understand that if my Request to Challenge is granted or partially granted, FIT will review the automated determination and will notify me of the outcome. Further, I understand that FIT may grant my Request to Challenge but may ultimately determine that the outcome of the automated decision-making process was correct. My Request to Challenge also may be denied if FIT determines that the Personal Data is information that I would not have the right to challenge under the law.

This request pertains to the following automated decision involving my Personal Data (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am requesting that FIT review the following Personal Data to make the above determination (please be specific):  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature:

**------------------------------------------------------------FOR FIT USE ONLY----------------------------------------------------**

FIT will complete its review of the request and notify the Data Subject of the determination within one calendar month from FIT’s receipt of the request. The time to review and notify may be extended for two months if the request is complex, or if FIT has received several requests from the Data Subject. **If FIT needs to extend the time for review, FIT will notify the Data Subject and explain the extension**. Once a determination is made, FIT will inform the Data Subject in writing.

If FIT determines that the request is manifestly unfounded or excessive, FIT may request a reasonable fee to address the request and must inform the Data Subject of this requirement.

**THE REQUEST IS: IF GRANTED IN WHOLE OR PART, THE AUTOMATED DECISION IS:**

🞎 GRANTED 🞎 AFFIRMED

🞎 PARTIALLY GRANTED 🞎 REVERSED

🞎 DENIED

**IF THE REQUEST IS GRANTED, OR PARTIALLY GRANTED AND PARTIALLY DENIED, PLEASE DESCRIBE THE SPECIFIC REASON FOR GRANTING:**

**IF THE REQUEST IS PARTIALLY DENIED OR WHOLLY DENIED, PLEASE STATE GROUNDS FOR DENIAL:**

***COMPLETE REMAINDER OF FORM ONLY IF REQUEST IS GRANTED IN WHOLE OR IN PART:***  
**IF THE AUTOMATED DECISION-MAKING DETERMINATION IS AFFIRMED, PLEASE STATE LOGIC FOR AFFIRMATION:**

**IF THE AUTOMATED DECISION-MAKING DETERMINATION IS REVERSED, PLEASE STATE LOGIC FOR REVERSAL:**

Please note if your request has been wholly or partially denied, you may file a complaint with FIT or with the applicable Supervisory Authority. For information about how to file a complaint, please see the applicable notice on FIT’s GDPR Website, <https://www.fitnyc.edu/external-relations/web/privacy/gdpr/index.php>.

Signature: Printed Name:

Title: Date: