

Individuals who provide to *Georgia College & State University (GC)*, either directly or indirectly, personal data covered by the EU GDPR may exercise certain individual rights. If you wish to exercise any one of those rights (listed below), please indicate which right(s) you are exercising and the desired outcome. (Note: the right to withdraw consent is handled through a separate process. Please contact the Office of Legal Affairs (OLA) for the Withdrawal of Consent form).

1. Any person (requestor) who wishes to exercise one of these rights under the GDPR will fill out the form below and submit it to the OLA.
2. Upon receipt of the request, the OLA will determine whether they can respond to the request, if there may be an impact to the requestor or if it requires the assistance of another *GC* unit. (As used herein, "impact" means any consequence to the requestor's participation or benefit from, without limitation, any program, services or employment).
3. If OLA determines that there may be a potential impact to the requestor, then OLA will try determine the impact (this may require the assistance of another *GC* unit). If there is no impact, OLA will proceed to process the request.
4. OLA will notify the requestor of any impact and the requestor will tell the OLA whether or not to continue processing the request.
5. *GC* will authenticate all requests for the exercising of an individual right.

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**European Union General Data Protection Regulation (EU GDPR)**  
**Exercise of Individual Rights Form**  
(Please check the applicable box and list any desired outcome)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual Rights of the Data Subject under the EU GDPR**

- a) information about the controller collecting the data  
\_\_\_\_\_
- b) the data protection officer contact information  
\_\_\_\_\_
- c) the purposes and legal basis/legitimate interests of the data collection/processing  
\_\_\_\_\_
- d) recipients of the personal data  
\_\_\_\_\_
- e) if [*Institution Name*] intends to transfer personal data to another country or international organization  
\_\_\_\_\_
- f) the period the personal data will be stored  
\_\_\_\_\_
- g) the existence of the right to access, rectify incorrect data or erase personal data, restrict or object to processing, and the right to data portability  
\_\_\_\_\_
- h) the existence of the right to withdraw consent at any time  
\_\_\_\_\_
- i) the right to lodge a complaint with a supervisory authority (established in the EU)  
\_\_\_\_\_
- j) why the personal data are required, and possible consequences of the failure to provide the data  
\_\_\_\_\_
- k) the existence of automated decision-making, including profiling  
\_\_\_\_\_
- l) if the collected data are going to be further processed for a purpose other than that for which it was collected  
\_\_\_\_\_

**Note: Exercising of these rights is a guarantee to be afforded a process and not the guarantee of an outcome.**