

Data Request Form – Data Subjects

St. Cloud State University

Date of request: _____

To request data as a data subject, you must show [*a valid state ID, such as a driver's license, military ID, or passport*] as proof of identity.

I am requesting access to data in the following way:

Note: inspection is free but we will charge for copies when the cost is over \$10.00.

Inspection

Copies

Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Signature of Data Subject or Parent/Guardian _____

Staff Verification

Identification provided _____

St. Cloud State University will respond to your request within 10 business days.