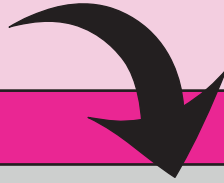


USE THIS TEMPLATE



[your contact details][date]

Dear [insert responsible owner at "the institution"],

As Data Controller for any personal data collected in the [insert your objection e.g. digital monitoring systems / biometric registration system / social media monitoring etc] where you are relying on one of the following lawful bases, 'public task' (for the performance of a task carried out in the public interest), 'public task' (for the exercise of official authority vested in you), or 'legitimate interests', I ask to exercise a:

Right to Object to the processing of personal data collected

I ask that all processing ceases with immediate effect under Article 21 of the GDPR beyond the direct purposes of the [institution], for my administration purposes in teaching and learning.

Basis in law for the request to cease processing

The UK Data Protection Act 2018 gives individuals the right to object to the processing of their personal data for a task carried out in the public interest; research purposes, and the exercise of official authority vested in you.

[insert details about your particular situation and objection e.g. threat to you if home address is accessed by a former partner or if processing causes substantial damage or distress].

I object to any processing of the personal data provided for administrative purposes, being used for any other purposes.

I ask that you confirm receipt of this objection and request to withdraw data, and confirm that [any third-party if relevant] has ceased processing as well, without undue delay, and at the latest within one month of receipt of the request.

I also request a copy of all data held about me [insert dates] and ask you to treat this as a Subject Access Request and provide me the information [insert a preferred format if you have one e.g. by email or as a printed file], and within one calendar month.

Thank you.

Sincerely,

[Add your name and contact details]