

Personal Information Request Form

You can use this form to request a copy of the personal information we hold about you.

Please provide the details requested below and email the form to privacy@auckland.ac.nz.

If you have any questions about your request, contact our Privacy Officer.

Date of Request	
Name	
Phone number*	
Email for response and delivery*	
Postal address for delivery*	

**Please note that we'll use the phone number, email address and/or postal address you provide to us to discuss your request or send you correspondence about it, including the personal information you have requested.*

<p>What personal information do you wish to access? <i>The more specific you are, the better we can understand the request and ensure that we can provide the information you seek.</i></p>	
<p>How would you like to receive the information you have requested? <i>Please let us know how you would like access to the information, e.g. hard copies, electronic files and whether you would like it posted or emailed to you.</i></p>	

Thank you. We will respond to your request within 20 working days (this is usually about a month). If it looks as though we cannot meet this timeframe, we'll let you know.