

(Example) Data Subject Rights Request Form



Data Subject Rights Request Form Khon Kaen University

(KKU Data Subject Rights Request Form)

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Date.....

According to the Personal Data Protection Act B.E. 2562 (2019), the data subject is granted the right to request the exercise of their rights related to their personal data. Khon Kaen University (the University), as the data controller of your personal data, has therefore created this request form to enable you to exercise your rights under the Personal Data Protection Act B.E. 2562 (2019).

Therefore, if you wish to exercise the aforementioned data subject rights, please fill in the details in this request form and submit this request in person through one of the channels specified at the end of this form.

Requester's Information	
Full Name:
ID Card Number:
Contact Phone Number:
E-mail
Are you the data subject?	
<input type="checkbox"/> The requester is the data subject.	
<input type="checkbox"/> The requester is the representative of the data subject (Please specify the data subject's details). Details of the data subject:	
Full Name:
Address:

Phone Number:

E-mail

Supporting Documents for Exercising Rights

1. If the rights requester is the data subject, please attach certified true copies of the following documents to support the request:

☐ A copy of the national ID card (for Thai nationals) or a copy of the passport (for non-Thai nationals).

☐ A copy of other official documents that can be used for identity verification.

2. If the rights requester is acting on behalf of the data subject, please attach certified true copies of the following documents to support the request:

☐ A power of attorney, authorizing the requester to exercise rights on behalf of the data subject as per this request form, signed by the data subject and the requester, and dated before the submission date.

Please specify your relationship with the University

☐ Student / Application User / Website Visitor

☐ Officer/Personnel of the University

☐ Job Applicant

☐ Contractor/Vendor

☐ Contact Person

☐ Other (Please specify)

- Please specify the purpose, the personal data for which you are requesting to exercise your rights, and the reasons for your request.

[illegible]

Channels for submitting the request to exercise rights

- (1) The President of Khon Kaen University
No. 123, Moo 16, Sirikunakorn Building, Office of the President, Mittraphap Road,
Nai Mueang Sub-district, Mueang Khon Kaen District, Khon Kaen Province 40002
- (2) The Data Protection Officer (DPO) of Khon Kaen University
- (3) The faculty/division/unit/office/institute/center that holds your personal data.

Remarks

The University reserves the right to contact you using the contact information you have provided in this request form to ask for additional information or supporting documents related to your request. This includes reserving the right to take legal action if it is found that the information you have provided in this request form is false with fraudulent intent.

The exercise of your rights may be subject to conditions stipulated by law, rules, or other regulations. Your request will need to be considered on a case-by-case basis. The University requests your cooperation in providing complete information to support your request so that the University can proceed with your rights appropriately. Furthermore, the University reserves the right to refuse your request if the University needs to act in accordance with legal requirements or a court order, or if exercising your right may cause damage to the rights and freedoms of others, or if you still have a contract with the University that benefits you, and exercising your right may result in the University being unable to provide services to you under the contract. The University will inform you of the consequences of exercising such rights.

The University will process your request within 30 days from the date of receiving the complete request with reasons and supporting information and documents from you. The University reserves the right to extend the said period if the information received is insufficient to proceed.

In the event that the University needs to deny your request to exercise your rights, the University will inform you of the reason for the denial via the e-mail you have provided.

The University collects and uses the personal data you have provided in this request form for the purpose of verifying your rights as both the data subject and a representative, and for processing your request to exercise your rights. It may be necessary to disclose such personal data to other individuals or legal entities involved in the processing of your personal data.

This disclosure will be made only for the purpose of fulfilling your request to exercise your rights, and the data will be retained until the University has complied with your request or until the process of disputing or refusing the request to exercise the data subject's rights is concluded, in cases where the University cannot comply with your request for valid reasons under the law or a court order.

The requester has read and understood the content of this request form and confirms that the information provided to the University is accurate, complete, and up-to-date in all respects. The requester also affirms and guarantees that they have the legal right to make this request and therefore has signed their name as specified below.

..... Requester

(.....)

Date.....

*** For official use only**

Date request received:

Date recorded in the system:

Date of response letter:

Result of consideration:

Reason for refusal (if any):

Officer in charge: