



Lawrence Berkeley National Laboratory

**DATA SUBJECT REQUEST TO
RESTRICT, OBJECT TO, OR DELETE PERSONAL DATA**

Berkeley Lab values the privacy of our community. Several laws grant individuals the right to access and correct their personal data, and in some cases to erase or restrict to processing of their personal data held by Berkeley Lab. Data subjects may submit the request in any manner they wish; however, we have created this form for their convenience to help us verify their identify and give a timely and accurate response to requests.

We expect to respond to your request within 30 days of receipt of a fully completed form and proof of identity.

Providing the information below is voluntary. However, we use the information to locate your information across the entire Berkeley Lab enterprise. A more detailed request will greatly improve our ability to fulfill your request. For additional information on how we process your information, please visit <https://www.lbl.gov/terms-and-conditions/web-privacy-notice/>.

We will do our best to comply with the requests we receive. However, we will not be able to delete information that we are otherwise required by law to maintain.

Name(s) used during affiliation with Berkeley Lab:	_____
	Last First Middle
Any other names that you have been known by:	_____
	Last First Middle
	Email Address: _____
Relationship to UC San Diego:	Current employee, dept: _____
	Previous employee, department: _____
	Employee, resident, post-doc: _____
	Extension student
	Current patient
	Previous patient
	Donor
	Research participant, specify: _____
	Other:
Approximate dates of affiliation with Berkeley Lab:	Dates: _____
Are you now, or were you during your affiliation with Berkeley LAB, located in the European Economic Area?	Yes. Approximate dates: _____
	No.

I request that Berkeley Lab [**please check all that apply**]:

Restrict its processing of my personal data

Cease processing my personal data due to an objection

Cease processing and erase all my personal data within its possession

Delete my personal data

Please provide a description of the information and records at issue and what would you like done with the personal data:

If requesting a restriction of processing or deletion, please identify the reason for your request [**please check all boxes that apply**]:

My personal data being processed is not accurate.

Processing was based on consent, and I wish to withdraw my consent.

There is a legal obligation to erase this data.

My personal data was unlawfully processed and I object to Organization's processing of my personal data.

Organization no longer needs to process my personal data for Organization's intended purpose.

Other: _____

Please explain basis for any of the above (optional):

Applicable law may allow or require us to refuse to provide access to some or all of the personal data that we hold, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

I understand that the Organization will notify me of its decision to approve or deny my request within one month of receiving this request. If the Organization is unable to comply with my request within this time frame, I understand that it may extend the applicable deadline for up to an additional two months by notifying me in writing within the initial one-month period.

If my request is accepted, I understand that the Organization will complete the erasure of my personal data free of charge, so long as the request is not excessive.

Signature of Individual

Date

Printed Name of Individual