

## FORM FOR INDIVIDUAL TO EXERCISE RIGHTS UNDER CHINA PIPL

### 关于个人行使中国个人信息保护法项下权利的表格

Under the China Personal Information Protection Law, you are entitled to consult, copy, transfer, correct, amend, supplement, restrict access, withdraw consent to use, and/or request us to delete any personal data we hold about you.

根据《中国个人信息保护法》，您有权查阅、复制、转移、更正、修改、补充、限制访问、撤回使用同意和/或要求我们删除我们所持有的关于您的任何个人信息。

We will do our best to respond promptly and in any event within one month of the following: 如发生以下情形，我们将尽最大努力自发生之日起一个月内及时回复您：

- Our receipt of your written request; or 我们收到您的书面请求；或
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later. 我们收到我们要求您提供的任何使得我们能够满足您的要求的进一步信息，以较晚发生者为准。

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obligated to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

您在本表中提供的信息仅用于识别您所申请的个人信息及回复您的申请。您并非必须填写本表，但您填写本表将使我们更容易快速处理您的申请。

#### SECTION 1: Details of the person requesting information

##### 一、申请人的详细信息

Full name:

姓名：

Address:

住址：

Contact telephone number:

联系电话：

Email address:

电子邮箱：

Relationship to Data Subject:

与数据主体的关系：

#### SECTION 2: Are you the data subject?

##### 二、您是数据主体吗？

Please tick the appropriate box and read the instructions which follow it.

请勾选相应的方框，并阅读其后的说明。

**YES:** I am the data subject. I enclose proof of my identity (see below). **(Please go to Section 4)**

**是:** 我是数据主体。兹附上本人身份证明（见下文）。（**请参阅第四部分**）

**NO:** I am acting on behalf of the data subject who is deceased. I have enclosed proof of my authority to act on behalf of the data subject, and proof of the data subject's identity and my own identity. **(Please go to Section 3)**

**否:** 我代表已故的数据主体行事。兹附上我有权代表数据主体行事的证明，以及数据主体及我自己的身份证明。（**请参阅第三部分**）

To ensure we are communicating with the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

为了确保我们与正确的人进行沟通，我们要求您向我们提供您的身份证明和地址证明。请向我们提供以下一项或两项的复印件或扫描图像（不要发送原件）：

**1) Proof of Identity**

身份证明

Passport, photo driver's license, national identity card, birth certificate.

护照，带照片的驾照，身份证，出生证明。

**2) Proof of Address**

地址证明

Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

水电费账单、银行对账单、信用卡对账单（不超过3个月）；当前驾照；

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

如您的身份证明不符合我们的要求，我们保留拒绝您的申请的权利。

### **SECTION 3: Details of the data subject (if different from section 1)**

#### **三、数据主体的详细信息（如与第一部分内容不一致）**

Full name:

姓名：

Address:

住址：

Contact telephone number:

联系电话：

Email address:

电子邮箱：

Relationship to Montclair State University (check all that apply): 1) \_\_\_\_\_ student or applicant for admission; 2) \_\_\_\_\_ exchange student; 3) \_\_\_\_\_ alumnae; 4) \_\_\_\_\_ employee or applicant for employment; 5) \_\_\_\_\_ visiting scholar

与蒙特克莱尔州立大学的关系（请勾选所有适用项）：1) \_\_\_\_\_ 学生或入学申请人；2) \_\_\_\_\_ 交换生；3) \_\_\_\_\_ 校友；4) \_\_\_\_\_ 雇员或候选人；5) \_\_\_\_\_ 访问学者。

### **SECTION 4: Reason for request**

#### **四、申请原因**

Please check one of the following:

请勾选其中一项：

\_\_\_\_\_ You wish to speak to someone regarding your personal data

\_\_\_\_\_ 您希望与某人谈论您的个人信息

\_\_\_\_\_ You wish to receive a copy of your personal data

\_\_\_\_\_ 您希望收到您个人信息的副本

\_\_\_\_\_ You wish to amend your personal data

\_\_\_\_\_ 您希望修改您的个人信息

\_\_\_\_\_ You wish to supplement your personal data

\_\_\_\_\_ 您希望补充您的个人信息

\_\_\_\_\_ You wish to restrict access to your personal data

\_\_\_\_\_ 您希望限制对您个人信息的访问

\_\_\_\_\_ You wish to withdraw your consent for Montclair to use your personal data

\_\_\_\_\_ 您希望撤回对蒙特克莱尔州立大学使用您个人信息的同意

\_\_\_\_\_ You wish to delete your personal data

\_\_\_\_\_ 您希望删除您的个人信息

### **SECTION 5: What information do you wish to erase?**

#### **五、您希望删除哪些信息？**

Please describe the information you wish to receive a copy of, amend, supplement, restrict or withdraw consent to use or delete. Please provide any relevant details you think will help us to identify the information. Providing the URL for each link you wish to be removed would be helpful.

请描述您希望收到的个人信息副本、修改个人信息、补充个人信息、限制对个人信息的访问，或撤回使用个人信息的同意，或删除个人信息。请提供您认为有助于我们识别信息的任何相关详细信息。为您希望删除的每个链接提供URL将会很有帮助。

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Also, please explain, if it is not abundantly clear, why the linked page is about you or the person you are representing on this form.

此外，如果不太清楚，请解释为什么链接页面是关于您或您在本表中所代表的个人。

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Please note that Montclair may deny your request to delete your personal information under Article 47 of the China PIPL if your personal information is needed to achieve the purposes for which it was given; your personal information is needed to perform a contract or service; an applicable record retention period has not yet expired and requires Montclair to continue to store your personal data; you have not rescinded consent to use your personal information; or doing so would violate an applicable law, administrative regulation, or agreement with Montclair;

请注意，如果您的个人信息处理目的已实现；履行合同或服务需要您的个人信息；相关记录保留期尚未到期，且要求蒙特克莱尔州立大学继续存储您的个人信息；您尚未撤回使用您个人信息的同意；或违反适用法律、行政法规或与蒙特克莱尔州立大学的协议，蒙特克莱尔州立大学可能会拒绝您根据《中国个人信息保护法》第 47 条删除您个人信息的请求。

## **SECTION 6: Declaration**

### **六、声明**

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Montclair State University is true. I understand and agree that Montclair State University must confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

本人确认已阅读并理解本表的条款，并证明向蒙特克莱尔州立大学提交的申请中所提供的信息真实无误。本人理解并同意蒙特克莱尔州立大学必须确认本人/数据主体的身份，可能需要获取更详细的信息，以便找到正确的个人信息。

**Signed/签名:** ..... **Date/日期:** .....

### **Documents which must accompany this application:**

本申请必须附带的文件:

- **Evidence of your identity (see section 2)**  
• 身份证明（见第二部分）
- **Evidence of the data subject's identity (if different from above)**  
• 数据主体的身份证明（如与上述不同）
- **Authorization from the data subject to act on their behalf (if applicable)**  
• 数据主体授权您代表其行事的授权书（如适用）