

Subject Access Requests

European regulations give individuals the right to view and request a copy of the personal data you hold on them. These instructions show you how to obtain the necessary files.

Run the R101 Report

R101 contains most of the data you have on an individual.

- Name, username, email, and registration date
- Enrollments to campuses, groups, and products
- Access codes used or applied
- Certifications earned
- Affidavit interactions
- Details on Supplemental Training

An example of the report can be viewed [HERE](#).

Advanced Data to Supply as Needed

Depending on your site configuration and the personal data that you collect, you may also need to complete one or more of the following items to provide an individual with a copy of their personal data.

Run the R109 Report

R105 contains an individual's progress and grades.

- Enrollments to products and learning components
- Start and Completed dates
- Level of progress
- Pass status
- Grades earned, weights applied

An example of the report can be viewed [HERE](#).

Download PDF Copies of Earned Certifications

An individual can download their own certifications, based on site configuration.

Download Supplemental Training Attachments

An individual can download their own Supplemental Training attachments, based on site configuration.

Run R105 Report

R105 contains an individual's responses to a selected test, questionnaire, or appraisal.

- Test questions and associated feedback
- Correct answers
- Individual's answers.

An example of the report can be viewed [HERE](#).

Run the R106 Report

R106 contains all the data related to specific activity in the products an individual has accessed.

- Time spent in products and learning components
- Number of visits to products and learning components
- IP addresses used to access the content

An example of the report can be viewed [HERE](#).

For more detailed instructions on running reports or accessing any of the features mentioned, please see the user manual. User manuals can be accessed by clicking the help link located the top of any Informetica page.