

**REQUEST to ADD or REMOVE A  
NON-DISCLOSURE HOLD OF  
STUDENT DIRECTORY INFORMATION**

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I request that Kansas State University:

\_\_\_\_\_ Remove the DO NOT DISCLOSE my "Student Directory Information"

\_\_\_\_\_ Add a DO NOT DISCLOSE my "Student Directory Information"

I understand the consequences of this decision to ADD a do not disclose request (to withhold) to my "Student Directory Information," as any future requests for such information will be refused. Examples of, but not limited to, potential impacts are: no acknowledgement of my attendance at K-State to potential employers, no verification of degrees to requestors, no printing of my name in the commencement program and no press releases pertaining to graduation and/or honors.

K-State will honor my request to hold "Student Directory Information" but cannot assume responsibility to contact me for subsequent permission to release it. Regardless of the effect upon me, K-State assumes no liability for honoring my instructions to hold "Student Directory Information".

If the form is submitted before I have left the university (i.e. graduated, transferred, withdrawn), the "Student Directory Information" hold will remain in effect until the Registrar's Office receives a written request from me to release the hold.

**Student Privacy Notice for Persons in the European Union:**

Please be aware that Kansas State University will be processing your personal data. Kansas State's Privacy Notice details the nature and purposes of that processing and is available for your review: <http://www.k-state.edu/registrar/students/gdpr/index.html>

Kansas State will be processing your personal data because it furthers our performance, or preparation for performance, of a contract or agreement to provide educational and other services to you.

Kansas State's Privacy Notice sets forth in detail your rights with regard to Kansas State's processing of your personal data. These rights include the right to request access to your personal data and the rectification of inaccurate data, the erasure or the restriction of processing of your data in certain circumstances. You may exercise these rights by contacting Kansas State using the following email address: [gdpr@ksu.edu](mailto:gdpr@ksu.edu).

Student Name: \_\_\_\_\_  
First Name Middle Name Last Name

Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please complete, sign and return to:***

K-State Registrar's Office: 118 Anderson Hall, Manhattan, KS, 66506 or via email: [registrar@ksu.edu](mailto:registrar@ksu.edu)

K-State Polytechnic Registrar's Office: 208 College Center, Salina, KS, 66402 or via email: [ksand@ksu.edu](mailto:ksand@ksu.edu)