

## How to Generate a Subject Data Download

If a person requests access to all data stored on Views that relates to them, this request can be fulfilled by generating a Subject Data Download for their Contact record. To do this:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record



- Click on the **Actions** button and select **Subject Data Download**

A .zip file will be downloaded, containing all data held in the account that relates to this Contact record.