

# Data Privacy

## Right to erasure

### Request Form



You are entitled to **request us to erase**<sup>1</sup> any personal data we hold about you under **The UK Data Protection Act 2018**<sup>2</sup>.

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your *written request*; or
- 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.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we erase and responding to your request.

You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

• SECTION 1

**Details of the person requesting information**

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

• SECTION 2

**Are you the data subject?**

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

- YES:** I am the data subject. I enclose proof of my identity (see below). **(Please go to Section 4)**
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). **(Please go to Section 3)**

To ensure we are erasing data of 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:***

- **Proof of Identity:**
  - Passport,
  - photo driver's license,
  - national identity card,
  - birth certificate.
- **Proof of Address:**
  - Utility bill,
  - bank statement,

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<sup>1</sup> **What is the right to erasure?**  
Under Article 17 of the UK GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right only applies to data held at the time the request is received. It does not apply to data that may be created in the future. The right is not absolute and only applies in certain circumstances.

<sup>2</sup> <https://www.gov.uk/data-protection>



- credit card statement (no more than 3 months old);
- current driver's license.

• SECTION 3

**Details of the data subject (if different from section 1)**

**Full name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact telephone number:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_

• SECTION 4

**Reason for erasure request**

Given the sensitive nature of erasing personal data<sup>3</sup>, The Data Protection Act (SCHEDULE 2)<sup>4</sup>, requires certain conditions<sup>5</sup> to be met before a request may be considered.

Please supply us with the reason you wish your data to be erased and please attach any justifying documents to this one. **Please tick the appropriate box:**

- You feel your personal data is no longer necessary for the purposes for which we originally collected it.
- You no longer consent to our processing of your personal data.
- You object to our processing of your personal data as is your right under Article 21 of the GDPR.
- You feel your personal data has been unlawfully processed.
- You feel we are subject to a legal obligation of the EU or Member State that requires the erasure of your personal data.
- You are a child, you represent a child, or you were a child at the time of the data processing, and you feel your personal data was used to offer you information society services.

• SECTION 5

**What information do you wish to erase?**

- **Please describe the information you wish to erase.**
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- **Please provide any relevant details you think will help us to identify the information.**
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<sup>3</sup> <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/right-to-erasure/>

<sup>4</sup> Equivalent of: EU GDPR Article 17(1)

<sup>5</sup>**When does the right to erasure apply?**

Individuals have the right to have their personal data erased if:

- the personal data is no longer necessary for the purpose which you originally collected or processed it for;
- you are relying on consent as your lawful basis for holding the data, and the individual withdraws their consent;
- you are relying on legitimate interests as your basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
- you are processing the personal data for direct marketing purposes and the individual objects to that processing;
- you have processed the personal data unlawfully (ie in breach of the lawfulness requirement of the 1st principle);
- you have to do it to comply with a legal obligation; or
- you have processed the personal data to offer information society services to a child.



- **Providing the URL for each link you wish to be removed would be helpful.**
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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.

Please note that in certain circumstances, where erasure would adversely affect the freedom of expression, contradict a legal obligation, act against the public interest in the area of public health, act against the public interest in the area of scientific or historical research, or prohibit the establishment of a legal defense or exercise of other legal claims, we may not be able to erase the information you requested in accordance with article 17(3) of the GDPR. In such cases you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to erase the personal data you request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR, to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive." However, we will make every effort to provide you with the erasure of your personal data if suitable.

- **SECTION 6**  
**Declaration**

Please note that any attempt to mislead may result in prosecution.

**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 \_\_\_\_\_ is true. I understand that it is necessary for \_\_\_\_\_ to 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.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Documents which must accompany this application:**

- **Evidence** of your **identity** (see section 2)
- **Evidence** of the **data** subject's identity (if different from above)
- **Authorization** from the data subject to act on their behalf (if applicable)
- **Justification** for erasure of data (see section 4)

