

REQUEST FORM – DATA DELETION

Under the General Data Protection Regulation (GDPR), you have the right to have your personal data deleted or removed from our systems. Though you can make the request in any format you choose, you may use this form. We will process your request in accordance with the GDPR.

Please be aware that if you request to have your personal data deleted, there are specific reasons for which we may decline your request and your personal data will continue to be processed.

You have the right to have your personal data deleted in the following circumstances (***please circle the appropriate box***):

- Where you feel your personal data is no longer necessary for the purposes for which we originally collected it;
- Where you no longer consent to our processing of your personal data;
- Where you object to our processing of your personal data as is your right under Article 21 of the GDPR;
- Where you feel your personal data has been unlawfully processed;
- Where you feel we are subject to a legal obligation that requires the erasure of your personal data;
- Where 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.

We will do our best to respond promptly and in any event within one month, whichever happens to be later, 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.

Please note that in certain circumstances we may not be able to erase the information you requested in accordance with Article 17(3) of the GDPR, where erasure may, would, or could:

- 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 defence or exercise of other legal claims.

In such cases you will be informed promptly and given full reasons for that decision.

Section 1: Details of the Person Making the Request

Full name:

Address:

Contact telephone number:

Email address:

Section 2: Are You the Data Subject?

Please circle the appropriate box and read the instructions with it.

- **Yes**, I am the data subject. I enclose proof of my identity (see below).
- **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 provide us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1. Proof of Identity

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

2. Proof of Address

Utility bill, bank statement, credit card statement (not more than 3 months old), current driver's license.

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

Section 3: Details of the Data Subject (if different from section 1)

Full name:

Address:

Contact telephone number:

Email address:

Section 4: What Information Do You Wish to Erase?

Please describe the information you wish to erase. 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.

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.

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 assist you with the erasure of your personal data if suitable.

Section 5: 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 page 1).