

**General Data Protection Regulations (GDPR)**

**Data Erasure / Right to be forgotten Request Form**

Under the General Data Protection Regulations, you have the statutory right to ask for your information to be erased. Please note the right to erasure does not provide an individual with an absolute ‘right to be forgotten’. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

* Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
* When the individual withdraws consent.
* When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
* The personal data was unlawfully processed.
* The personal data has to be erased in order to comply with a legal obligation.

To help us carry out this request, please carefully complete this form, read and sign the declaration, and then send the completed form, along with proof of identity to the River Lugg IDB (RLIDB).

In order to protect your confidentiality, **you will need to supply proof of your identity. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence.**

You can take this document to the river Lugg IDB c/o Hoople Offices at Plough Lane, Hereford, or alternatively you can send a copy via email to [RLIDB@hoopleltd.co.uk](mailto:RLIDB@hoopleltd.co.uk) or by post to the Data Protection Officer, RLIDB, c/o Hoople Limited, Plough Lane, Hereford HR4 0LE.

**Section 1 - Details of the person making the request**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Date of birth: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |

**Section 2 - Are you requesting information about yourself?**

If yes - please go to **section 4.**

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. RLIDB will contact you if further evidence is required (please complete **section 3**).

**Section 3 - Details of the Data Subject (if your request is on behalf of someone else)**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |
| Relationship to subject: |  |

**Section 4 – Data Erasure**

Please provide details about the personal information you are requesting to be erased. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

|  |  |
| --- | --- |
| Please provide specific service, details of use, for the personal data that you are asking to be erased | |
|  | |
| Please indicate the category under which you are requesting that your data is erased | Please tick |
| Your personal data is no longer necessary in relation to the purpose for which it was originally collected/processed |  |
| You withdraw your consent |  |
| You object to the processing of your data and the River Lugg IDB has no overriding legitimate interest for continuing the processing |  |
| You consider that your personal data was unlawfully processed |  |
| You are requesting that your personal data should be erased in order to comply with a legal obligation |  |

**Section 5 - Declaration**

I certify the information on this form is true and correct

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address above. We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons. The Data Protection Officer will be happy to give you an explanation of your rights under the Data Protection Act/ General Data Protection Regulations.

Internal use only

|  |  |  |  |
| --- | --- | --- | --- |
| Request Received by |  | Date of Received |  |
| Proof of ID provided | Yes/No | ID document type |  |
| Proof of ID validated by |  | Date validated |  |

Copy of this request and proof of identification to be promptly sent to [RLIDB@Hoopleltd.co.uk](mailto:RLIDB@Hoopleltd.co.uk)