

DRAFT FOR CLIENT APPROVAL

REQUEST FORM

You should complete the appropriate parts of this form if you want to exercise the following rights to which you may be entitled under the EU General Data Protection Regulation (GDPR):

- right of access to personal data which we hold about you
- right of rectification of any errors in the personal data we hold about you
- right to erasure of any personal data we hold about you
- right to restrict the processing of personal data we hold about you
- right of data portability
- right to object to the processing of personal data we hold about you
- right to object to the processing for the purpose of direct marketing of personal data we hold about you
- right to object to the processing for scientific, historical or statistical purposes of personal data we hold about you
- right not to be evaluated on the basis of automated processing

We will endeavour to respond promptly and in any event within one month of the latest 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.

We may exercise our right to extend the one month period referred to above by two further months if necessary, taking into account the complexity and number of the requests. However, if we do exercise this right, we will inform you within one month of receipt of your request together with the reasons for the delay.

The information you supply in this form will only be used for the purposes of dealing with 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.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. Any fees charged will be based on administrative costs.

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 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 skip Section 3 and go to the next relevant section)

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 taking action on behalf of the right person we require you to provide us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) Proof of Identity
Passport, photo driving licence or national identity card.

- 2) Proof of Address
Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; tax document (no more than 1 year old).

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. RIGHT OF ACCESS TO PERSONAL DATA WHICH WE HOLD ABOUT YOU

If you wish to exercise this right, please note the following:

You have the right to obtain the following information. Please tick the relevant box.

Confirmation of whether we are processing your personal data

Information about the purpose for which we process your personal data

Information about the categories of personal data being processed

Information about the recipients or categories of recipients with whom we have shared and/or may share your personal data

Information about the period for which your personal data will be stored or if this is not possible, the criteria used to determine that period

Information as to the source of personal data not collected from you

Information on the existence of automated decision-making, including profiling and an explanation of the logic involved and the significance and envisaged consequences of such automated processing

Information on any transfers of your personal data to a third party or international organisation and the appropriate safeguards

A copy of your personal data and information as to the source of that data

If you are unsure which of the above is the appropriate category, please describe below the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details, directly or indirectly, about another person we may have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision.

We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

Please also note that we may not be able to comply with your request if to do so would adversely affect our intellectual property e.g. if it would result in disclosure of trade secrets. However, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If you require more than one copy, we may also charge a fee. Any fees we charge will be based on administrative costs. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

If the information you seek is in the form of audio and/or video, would you be satisfied with listening to or viewing these images?

YES NO

Where you make the request by electronic means, unless you otherwise so request, the information will be provided to you in a commonly used electronic form where possible.

SECTION 5. RIGHT OF RECTIFICATION OF ANY ERRORS IN THE PERSONAL DATA WE HOLD ABOUT YOU

If you wish to exercise this right, please describe the information which you maintain is inaccurate or incomplete, identify the errors and state what the correct text should be, if appropriate.

We will communicate any rectification of your personal data to each recipient to whom your personal data have been disclosed unless this proves impossible or involves a disproportionate effort. If you so request, we will inform you about those recipients.

If there is any reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 6. RIGHT TO ERASURE (RIGHT TO BE FORGOTTEN) OF ANY PERSONAL DATA WE HOLD ABOUT YOU.

If you wish to exercise this right, please note the following:

You have the right to erasure of your personal data in the following circumstances. Please tick the appropriate box.

The data is no longer needed for their original purpose

Please set out below your understanding of the original purpose and why you consider the data is no longer needed.

The lawful basis for processing the data is your consent and you are withdrawing your consent and there is no other legal ground for processing

You are exercising your right to object to processing

Please set out below the basis on which you object or if appropriate, please complete Section 7 or Section 9 or Section 10 or Section 11 below.

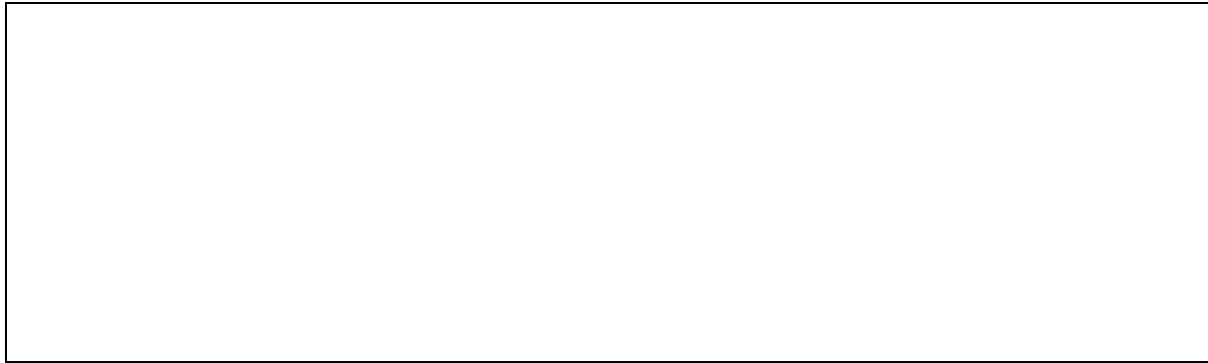
You maintain that your data has been processed unlawfully

Please set out below the basis on which you consider the processing to be unlawful.

You maintain that your personal data has been collected in relation to the offer of information society services

You maintain that erasure is necessary for compliance with EU law or the national law of a relevant Member State

Please set out below details of the EU law or national law that you consider necessitates the erasure of your data



Where we have made your personal data public, we will, taking account of available technology and the cost of implementation, take reasonable steps, including technical measures, to inform controllers that are processing your personal data that you have requested the erasure by such controllers of any links to, or copy or replication of those personal data [but you appreciate that we cannot guarantee the erasure by such controllers].

We will not be obliged to erase your personal data or to inform other controllers of your request where processing your personal data is necessary:

- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation that requires processing by EU law or Member State law to which we are subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in us;
- for reasons of public interest in the area of public health;
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as your right to erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- for the establishment, exercise or defence of legal claims,

in which case you will be informed promptly and in any event within one month of receipt of your request and given the reason for our decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

We will also communicate the erasure of your personal data to each recipient to whom your personal data have been disclosed unless this proves impossible or involves a disproportionate effort. If you so request, we will inform you about those recipients.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 7. RIGHT TO RESTRICT THE PROCESSING OF PERSONAL DATA WE HOLD ABOUT YOU

If you wish to exercise this right, please note the following:

You have the right to restrict the processing of the personal data we hold about you in the following circumstances. Please tick the appropriate box.

You contest the accuracy of the data

Please set out below details of the data whose accuracy you contest.

*Please note that you are only entitled to restrict processing for so long as it takes us to verify the accuracy.

You maintain the processing is unlawful and you request its restriction

Please set out below the basis on which you consider the processing to be unlawful.

You maintain that we no longer need the data for their original purpose but the data are required by you for the establishment, exercise or defence of legal claims

Please set out below your understanding of the original purpose and why you consider the data is no longer needed.

You have objected to the processing of your personal data pending verification of whether our legitimate grounds override yours

Please set out below details of your objection to processing.

Please note that where processing of your personal data has been restricted, such personal data, with the exception of storage, will only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the right of another natural or legal person or for reasons of important public interest of the EU or of a Member State.

We will inform you before any restriction of processing which has been implemented, has been lifted.

We will communicate any restriction of processing of your personal data to each recipient to whom your personal data have been disclosed unless this proves impossible or involves a disproportionate effort. If you so request, we will inform you about these recipients.

If there is any reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 8. RIGHT TO DATA PORTABILITY

If you wish to exercise this right, please note the following:

You have the following rights. Please tick the appropriate box.

You wish to receive a copy of your personal data detailed below in a structured, commonly used, machine readable format that supports reuse

Please set out below details of the personal data that you require a copy of.

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[Depending of the personal data required we may be able to provide you with a link to download your data] **[CLIENT IS THIS SOMETHING YOU CAN DO?]**

You wish to transfer your personal data to another controller

Please set out below details of the new controller and the personal data you wish to transfer.

Name:
Address:
Phone:
Email:
Contact name:
Personal data you wish to transfer

Please note that we can only transfer to another controller where it is technically feasible to so do.

You wish to store your personal data for further personal use on a private device

Please set out below details of the personal data that you wish to store.

If you wish us to upload your personal data onto your private device, please contact [] to arrange this.

Please note that it is only in respect of data that has been provided by you that the portability right applies to. It does not therefore apply to inferred or derived data as such data has not been provided by you.

Please also note that this right only applies where:

- the processing of your personal data is based on consent or pursuant to a contract;
- the processing is carried out by automated means;

Please also note that we are not obliged to retain personal data for longer than is otherwise necessary in order to service any potential data portability request that you may make. We also reserve the right not to comply with your request where to do so would adversely affect the rights and freedoms of others in which case you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 9. RIGHT TO OBJECT TO THE PROCESSING OF PERSONAL DATA WE HOLD ABOUT YOU

If you wish to exercise this right, please tick the box below.

You object to the processing of your personal data (including profiling)

Please note that this right only applies where the basis for our processing is either:

- for the performance of a task carried out in the public interest or in the exercise of an official authority vested in us
- our legitimate interest or that of a third party

Please also note that we may decline your request where:

- we can demonstrate compelling legitimate grounds for processing which overrides your interests, rights and freedoms; or
- we require the data in order to establish, exercise or defend a legal right,

in which case you will be informed promptly and in any event within one month of receipt of your request and given reasons for our decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 10. RIGHT TO OBJECT TO THE PROCESSING FOR THE PURPOSE OF DIRECT MARKETING OF PERSONAL DATA WE HOLD ABOUT YOU

If you wish to exercise this right, please tick the box below.

You object to the processing of your personal data for direct marketing purposes (including profiling)

If there is any reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 11. RIGHT TO OBJECT TO THE PROCESSING FOR SCIENTIFIC, HISTORICAL OR STATISTICAL PURPOSES OF PERSONAL DATA WE HOLD ABOUT YOU

If you wish to exercise this right, please tick the box below.

You object to the processing of your personal data for scientific, historical or statistical purposes

Please note that we may decline your request where the processing is necessary for the performance of a task carried out for reasons of public interest in which case you will be informed promptly and in any event within one month of receipt of your request and given the reasons for our decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

SECTION 12. RIGHT NOT TO BE EVALUATED ON THE BASIS OF AUTOMATED PROCESSING, INCLUDING PROFILING

If you wish to exercise this right, please tick the box below.

You object to being evaluated on the basis of automated processing (including profiling)

Please note that this processing is permitted and we may decline your request where the processing:

- is necessary for entering into or performing a contract with you and we have appropriate safeguard in place; or
- is authorised by EU or Member State law; or
- you have explicitly consented and we have appropriate safeguards in place,

in which case you will be informed promptly and in any event with one month of receipt of your request and given reasons for our decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

If there is any other reason why we are not able to comply with your request, you will be informed promptly and in any event within one month of receipt of your request and given full reasons for that decision. We will also inform you of your right to lodge a complaint with the relevant supervisory authority and seek a judicial remedy.

DOCUMENTS WHICH MUST ACCOMPANY THIS APPLICATION:

- **Evidence of your identity (see Section 2)**
- **Evidence of the data subject’s identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**

Declaration

I confirm that I have read and understood the terms of this request form and certify that the information given in this form is true. I understand that it is necessary for you 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