

**Rights of Data Subject Request Form**

**Rectification / Erasure / Objection / Restriction / Data Transfer**

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| **Person’s Full Name** |
| **Date of Birth** |
| **Current Address with postcode** |
| **Contact Telephone Number** |
| **Request relates to, please indicate by ticking relevant box and provide details:****Rectification 🞏****Erasure 🞏****Objection/Restriction 🞏****Data Transfer 🞏** | **To maintain confidentiality and to confirm your identity, please provide the following personal identification:****A valid Driving Licence or a valid Passport or a Birth Certificate or Certificate of Registry of Birth or Adoption Certificate** **PLUS a utility bill showing your name and address** **(this must be less than 3 months old)** |
| **Please provide details of your rectification/erasure/objection/restriction or data transfer request (continue on a separate sheet if necessary):** |
| **I declare that the information given by me is correct to the best of my knowledge and that I am making this request under the terms of the Data Protection Act 2018 (UK GDPR)** **Signed:****Date:** |
| **Office Only: Administrator** |
| **Verification of Identity:****In order to maintain confidentiality and to confirm the data subject’s identity, please check the following personal identification:****Tick as appropriate** **Valid Driving Licence**  **or Valid Passport**  **or Birth Certificate or Certificate of Registry of Birth or Adoption Certificate**   **plus - a utility bill showing name and address**   **(less than 3 months old)****Identity Verified: YES/NO** **Administrator name in capitals:****Administrator signature:****Date:**  **Administrator to inform the Governance Officer (Tick to confirm)** |
| **Governance Officer liaise with Data Protection Officer (DPO) :** **DPO has *not agreed* request; DPO informs Data Subject or**  **DPO has *agreed* request / Governance Officer has agreed request**  **DPO / Governance Officer has assigned a relevant person to undertake an assessment**  **Request has been processed. Third parties have been notified and response noted**  **Confirmation sent to the Data Subject**  |
| **Governance Officer Signed: ……………………………………… Date: ………………….** |