

**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: ………………….** | |